LCWD Operations Committee Meeting Minutes

Friday, January 9, 2026, at 9:00 AM

Zoom

Present: *Kathy Brown, Laura Crivlare, Susan Feltz, Lisa Johnson, Eva Locke, Reni Mitkova, Dr. Darryl Rader, Edith Salinas, Heidi Semenek, Jennifer Serino, Tameka Wilson*

I. **Call to Order………………………………………………………………………… Chairwoman, Laura Crivlare**

The meeting was called to order on Friday, January 9, 2026, at 9:04 AM by Operations Committee Chairwoman Laura Crivlare.

II. **Public Comment**

No public comments were made.

III. **Chair Report**

No chair report.

IV. **Consent Agenda**

   a. *Due to the meeting being held virtually, the approval of the October Operations Committee Meeting Minutes will be tabled.*

V. **Regular Business**

   a. Program and Service Delivery Overview

      i. *Board staff provided an overview of current operational activities across the workforce system. Updates included:*

         1. *Continued delivery of core services across Job Center locations*
         2. *Stable participant enrollment across programs*
         3. *Ongoing coordination among partners to ensure seamless service delivery*
         4. *Focus on maintaining service quality and responsiveness to participant needs*

   b. Compliance Monitoring

      i. *Board staff provided updates on compliance activities and monitoring effects, including:*

         1. *Internal monitoring and documentation reviews*
         2. *Continued preparation for state and federal oversight activities*
         3. *Emphasis on maintaining strong internal controls and audit readiness*

ii. *Board staff reported no significant compliance concerns at this time and noted that monitoring activities remain ongoing.*

VI. Strategic Focus

a. *Strategic Discussion: Operational Alignment and System Efficiency*

i. *The committee engaged in discussion focused on strengthening operational alignment across partners and programs. Topics included:*

1. *Improving communication and coordination between program staff and partners*
2. *Identifying opportunities to streamline processes and reduce administrative burden*
3. *Ensuring operational practices support broader strategic and employer-driven priorities*

b. Staffing and Capacity

i. *Board staff provided updates related to staffing and capacity, including:*

1. *Current staffing levels and recruitment efforts*
2. *Cross-training and professional development opportunities*
3. *Ensuring adequate capacity to meet program and service demands*

c. Technology and Systems

i. *Updates were shared regarding technology and data systems, including:*

1. *Continued use and optimization of case management and reporting systems*
2. *Emphasis on accurate and timely data entry*
3. *Exploration of system improvements to support efficiency and reporting needs*

VII. Other Business / Updates

VIII. Member Time

a. *Nothing was shared during this time.*

IX. Adjournment

The meeting was adjourned at 9:42 AM.