

**Lake County Workforce Investment Board  
Meeting Agenda  
Thursday , November 19 , 2015 -- 8:00 AM  
Lake County Federation of Teachers Hal l; 248 Ambrogio Dr.; Gurnee, I L**

**I. Call to Order**

**II. Approval of minutes**

**III. Public Comment**

**IV. Chairman 's Report**

**V. Presentations**

**VI. Old Business**

**VII. New Business**

1. Policy modifications

- Staff has prepared modifications to Board policies to bring the policies into alignment with WIOA.
- The first group of policies being brought forward for consideration primarily encompasses policies that just require changes in the statutory citations and/or reference to the new legislation.
- Staff will provide additional detail regarding the proposed modifications to the ITA policy revisions and the new Transition Policy.
- Additional policies will be presented for consideration at upcoming meetings.
- The draft policies are attached to the email distributing this agenda.

2. 2016 Meeting Schedule

- Attached is the draft meeting schedule for the Board and standing committees for 2016.
- The major change from previous schedules is the recommendation for the Marketing & Employer Linkages Committee to meet during Board meeting months.

**VIII. Committee Reports**

3. One Stop System Committee

- Reviewed the latest Job Center Reports
- Discussed proposed amendments to Board policies.

4. Marketing & Employer Linkages Committee

- Received update on website redevelopment.
- Discussed draft amendments to the Board policies and suggested additional modifications to the ITA policy.

5. Youth Council

- Received update on development of RFP for Youth Services contracts to begin July 1, 2016.
- Discussed latest staff efforts on developing partnership opportunities with area educational agencies.
- Heard wrap-up for In-School and Out-of-School contracts that ended in June, and efforts to gather follow-up information about participants in Summer Youth Work Experience.

6. Executive Committee

- Discussed and voted to forward recommendations to amend Board policies.
- Forwarded 2016 Board calendar for approval.
- Heard updates on recent developments regarding WIOA transition activities.
- Reviewed latest Financial and Dashboard reports.

**IX. Staff Report - Information only**

7. NAWB Update

8. Lake County Partners Update

9. Provider and Program Certification Update

- Staff has not received any new information regarding development of a new Training Provider/Program Policy.
- Current programs are certified through the end of the year. Although recent information from the State indicates that it will be seeking a waiver from the federal Department of Labor to extend the certification period for existing programs beyond the current December 31<sup>st</sup> deadline.

10. Regional/Local Planning Activities

- Staff has been informed by DCEO that regional sessions will be held in early December to begin the process for developing regional plans as required under WIOA.
- Staff will be participating at the regional session. When information is available on topics for input, staff will forward it to Board Members to obtain their input.
- Staff is looking for additional information regarding development of the required local plan and how DCEO is looking to have it incorporated in this activity.
- Staff will also provide an update regarding efforts to get a local plan consultant.
- The attributes that are required to be covered in the local plan are attached.

11. Financial Report and Dashboard Report

- Staff will review the latest Dashboard Report and the September Financial Report.
- The reports are attached electronically to the email distributing this agenda.

12. Update on Youth Services RFP and State of the Youth Report Presentation Recap

- Staff will update the Board regarding recent activities on the RFP for Youth Services.
- Staff will also give the Board an overview of the public meeting presenting the State of the Youth Report held on November 4<sup>th</sup>.

13. Assignment to Board

14. Other Discussion Items

**X. Next Regular Meeting - January 28, 2016**

**XI. Adjournment**

**Lake County Workforce Investment Board  
Meeting Minutes  
Thursday, September 24, 2015 - 8:00 AM  
Waukegan City Hall, Council Chambers - 2<sup>nd</sup> Floor  
100 N. Martin Luther King, Jr. Drive, Waukegan, IL**

**Present:** Sam Cade, Laura Crivlare, Chris Hammerlund, Jennifer Harris, Sue Huwe, Dennis Kessler, Noelle Kischer-Lepper, Todd Mundorf, Audrey Nixon, Ali O'Brien, Pete Olson, Carlotta Roman, Arlene Santos-George, Bonnie Schirato, Jennifer Serino Stasch, Michael Stevens, Karen Stoneman, Andrew Warrington, Roycealee Wood

**Absent:** Kurt Beier, Jack Borre, Greg Burns, Timothy Dempsey, Tony Figueroa, Emily Garrity, Halina Krajcer, Kristi Long, Maria Martinez-McKinley, Edward Melton, Victoria Schofield, Patrick Statter, Jerry Weber, Ann Willits

**Staff:** Gary Gibson, Bethany Williams, Jennifer Everett, Demar Harris, , Diane Luosa Maria Ruiz

**I. Call to Order**

Chair Schirato called the meeting to order at 8:10am.

**II. Approval of minutes**

Member Kischer-Lepper made a motion to approve the June 2015 minutes, which was seconded by Member Kessler and approved by a vote of the Board.

**III. Public Comment**

Mayor Wayne Motley of welcomed the Workforce Investment Board to the City of Waukegan.

**IV. Chairman's Report**

None.

**VIII. Presentations**

None.

**IX. Old Business**

None.

**X. New Business**

1. Approval of By-Law Modifications

- Gary Gibson reviewed the updates to the Bylaws. Member Serino Stasch asked about the language in the Youth Council section that clarifies that non-Board member Council members are still full voting members of the Council and suggested that that language be added to the descriptions of each committee.
- Member Harris made a motion to approve an amendment as described by Member Serino Stasch. Member Stevens seconded the motion, which was approved by a vote of the Board.
- Member Kessler made a motion to approve the updates to the Bylaws as amended, which was seconded by Member Mundorf and approved by a vote of the Board.

**VIII. Committee Reports**

2. One Stop Systems Committee

Gary Gibson shared an update on the activities of the Committee.

3. Marketing & Employer Linkages Committee

Gary Gibson shared an update on the activities of the Committee.

4. Youth Council  
Gary Gibson shared an update on the activities of the Council.

**IX. Staff Report - Information only**

5. NAWB Update  
None.
6. Lake County Partners Update  
Member Stevens shared an update on economic development activity and shared that the biggest opportunities are coming from Cook County. LCP is working with municipal economic development staff on a quarterly basis and will participating with them in an upcoming Shopping Center Convention in October.

Member Serino shared an update on the Business Outreach partnership between Workforce Development and Lake County Partners. There have been 70 visits so far, which are mostly concentrated in the manufacturing sector. Staff are working on developing a set of metrics to evaluate the performance of the partnership. Member Mundorf suggested looking at the percentages of hires based on resumes submitted for an open position. Member Stoneman suggested evaluating whether or not businesses repeatedly utilize workforce services. Member Kessler commented that this is the first time in his history with both organizations that the organizations have been able to collaborate this way. Member Warrington indicated that based in his experience and knowledge working on these issues here and in other places, he sees what is happening here as a best practice. Member O'Brien shared that even on an initial basis, the business intelligence gathered through this partnership is helping CLC to align programs.

7. Financial Update and Dashboard Report  
Gary Gibson and Member Serino Stasch reviewed the Dashboard and Financial reports.
8. Grant Monitoring Update  
Member Serino shared that several rounds of monitoring have recently been completed. In the most recent programmatic and fiscal monitoring by DCEO, three issues were found, but all were minor and were rectified immediately.
9. 2015 State of the Youth Report  
Bethany Williams shared a presentation on the 2015 State of the Youth Report. Member Roman asked how we can better coordinate and make public all of the different types of youth programming activity that is available. Jennifer Everett shared that staff do work with a number of community based organizations and umbrella organizations to make connections across agencies and programs, but more can always be done. Several Board Members commented on the Report being a positive accomplishment for the Board.
10. 2015 Summer Youth Employment Program  
Jennifer Everett shared an update on the 2015 Summer Youth Employment Program and indicated that youth worked in 34 different communities across the County.
11. Update on RFP for 2016-2017 Youth Services Provider Contracts  
Bethany Williams shared information on how the 2015 State of the Youth Report is informing the RFP for 2016-2017 Youth Services Provider Contracts.
12. Workforce Innovation and Opportunity Act (WIOA) Update.  
Gary Gibson shared that we are waiting for final notice of Board certification from DCEO. IDES has appointed a new Board Member. Laura Crivlare has been appointed to replace Jack Borders.
13. Policy Update

Gary Gibson shared the policy update summary table and indicated that the first round of policy updates will be ready for the October Executive Committee meeting and the November WIB meeting.

14. Program Evaluation Recommendations

Gary Gibson is looking to work with a group of Board Members, as well as the County's Performance Manager, to identify some performance metrics to evaluate on-the-job training programs, incumbent worker training programs and work experience programs. The performance results would be used to drive priorities and budgeting.

15. Update on website modifications

Gary Gibson shared that the County is working with a new content management system, which will provide a whole new Job Center website. The beta version of the website will be available in January 2016 and the new site will go live in March 2016.

16. Hiring of Veterans' Workshops

The Board was invited to the urban Edge Gallery to view the photography exhibit as part of the "Those Who Serve" program being conducted by Waukegan ArtWise. Staff will be holding two workshops focused on the hiring of veterans.

- i. Resume Review Session - session to be held on September 30<sup>th</sup> at the Waukegan Public Library in advance of a Veterans only Hiring Fair at Great Lake Training Center.
- ii. Business - session at Waukegan Public Library on October 29<sup>th</sup> to focus on providing information for businesses about hiring of veterans.

17. Assignment to Board

Gary Gibson shared Board interest surveys to ask Board members to indicate their interest in working on particular committee or a particular issue before the Board.

**X. Next Regular Meeting - November 19, 2015**

**XI. Adjournment**

Upon a motion by Member O'Brien, which was seconded by Member Nixon, the meeting adjourned by 9:57a.m.

# 2016 LAKE COUNTY WORKFORCE DEVELOPMENT BOARD AND COMMITTEE SCHEDULE

## **Workforce Development Board – 8:00 a.m.**

January 28  
March 24  
June 23  
September 22  
November 17

## **Executive Committee – 8:15 a.m. – Waukegan Job Center**

January 14  
February 10  
March 9  
April 13  
May 11  
June 15  
July 13  
August 10  
September 14  
October 12  
November 9  
December 14

## **One Stop System Committee – 2:00 p.m. – Waukegan Job Center**

January 11  
March 7  
June 13  
September 12  
November 7

## **Marketing & Employer Linkages Committee – 8:15 a.m. – Waukegan Job Center**

January 12  
March 8  
June 14  
September 13  
November 8

## **Youth Council – 4:00 p.m. – Waukegan Job Center**

January 12  
March 8  
June 14  
September 13  
November 8

# LOCAL PLAN REQUIREMENTS

## PLAN TERM

- Four year plan term.
- Local board must review every two years and submit modifications to reflect changes in the labor market and economic conditions.

## LOCAL PLAN CONTENTS – from Melanie Arthur’s presentation materials

<p>1. Strategic Planning Elements</p>	<ul style="list-style-type: none"> <li>▪ Analysis of the regional economic conditions including existing and in-demand industry sectors and occupations, employment needs of employers in those sectors</li> <li>▪ Analysis of knowledge and skills needed to meet employment needs of the employers in the regions, including in-demand sectors and occupations</li> <li>▪ Workforce analysis: employment and unemployment data, trends, educational and skill levels of the workforce in the region</li> <li>▪ Workforce development activities (including education and training), strengths and weaknesses, capacity to provide services, to address needs</li> <li>▪ Boards’ strategic vision and goals for preparing an educated and skilled workforce, including goals related to performance accountability measures</li> <li>▪ Taking into account analyses above, Board’s strategy to work with entities that carry out the core programs to align local resources, to achieve the strategic goals and vision</li> </ul>
<p>2. Workforce Development System Description</p>	<ul style="list-style-type: none"> <li>▪ Identify programs included in the system, how the board will work with entities carrying out core programs and other workforce development programs to support alignment to provide services</li> </ul>
<p>3. Expanded Access</p>	<ul style="list-style-type: none"> <li>▪ Working with core programs and other workforce programs, how board will expand access to employment, training education, supportive services for eligible individuals particularly individuals with barriers to employment</li> <li>▪ How the board will facilitate the development of career pathways and co-enrollment as appropriate in core programs</li> <li>▪ How board will improve access to activities leading to recognized postsecondary or industry recognized credential</li> </ul>
<p>4. Local strategies and services</p>	<p><b>Strategies to:</b></p> <ul style="list-style-type: none"> <li>▪ Facilitate engagement of employers in workforce programs, including small employers in in-demand sectors</li> <li>▪ Meet the needs of businesses</li> <li>▪ Better coordinate workforce and economic development</li> <li>▪ Strengthen linkages between the one-stop delivery system and the unemployment insurance programs</li> </ul> <p><b>Strategies that may include:</b></p> <ul style="list-style-type: none"> <li>▪ Incumbent worker training programs, OJT, customized training, industry and sector strategies, career pathways initiatives, use of intermediaries, and other business services to meet the needs of employers in the region</li> </ul>
<p>5. Coordination with economic development</p>	<p>How the board will coordinate workforce development with economic development, and promote entrepreneurial skills training and microenterprise services</p>
<p>6. One-stop delivery system description</p>	<ul style="list-style-type: none"> <li>▪ How the board will ensure continuous improvement of eligible training providers, and ensure providers meet the needs of local employers, workers and job seekers</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Facilitation of access to services provided through the one-stop delivery system, including remote areas through the use of technology and other means</li> <li>▪ How entities within the one-stop system including partners and operator, will comply with section 188 of ADA regarding accessibility of facilities, programs, services, technology and materials; staff training and support addressing the needs of individuals with disabilities</li> <li>▪ Describe roles and resource contributions of one-stop partners</li> </ul>
7. Employment and training activities	Assessment of the type and availability of adult and dislocated worker employment and training activities in the local area
8. Rapid Response	How board will coordinate local activities with statewide rapid response activities
9. Youth Activities	Assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which description shall include identification of successful models of such activities
10. Coordination between Workforce and Education Activities	Coordination between workforce investment activities and education – relevant secondary and postsecondary programs to coordinate strategies, enhance services and avoid duplication of services
11. Transportation and Supportive Services Coordination	Coordination between workforce investment activities with provision of transportation and other appropriate supportive services in the local area
12. Coordination with State Employment Service	Plans, strategies and assurances concerning maximizing coordination of services provided by the State employment service – to improve service delivery and avoid duplication of services
13. Coordination with Adult Education and Literacy activities	Coordination between workforce investment activities with provision of adult education and literacy activities in the local area, including review of local applications submitted under title II
14. Coordination with Rehabilitation Act services	Description of replicated cooperative agreements with local agencies administering plans under Title I of the Rehabilitation Act, with respect to efforts that will enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative agreements with employers and other efforts at cooperation, collaboration and coordination.
15. Grant Recipient	Identification of the entity responsible for disbursement of grant funds
16. Competitive Processes	Description of competitive processes to be used to award subgrants and contracts for activities carried out under this title
17. Performance	Description of local levels of performance negotiated with Governor and chief elected official to be used for program performance, measuring performance of the fiscal agent, eligible providers and the one-stop delivery system
18. High-Performing Board Actions	Actions to be taken to become/remain a high-performing board, consistent with factors developed by the state board
19. Training services contracting	How training services will be provided (Individual Training Accounts), or if contracts, how coordinated with ITAs; customer choice ensured
20. Public Comment	Process used to provide opportunity for public comment, including comment by businesses, representatives of organized labor, and input

	into the development of the local plan prior to submission
21. Integrated Systems features	Description of how one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop partners
22. Other	Other information as required by the Governor