

Lake County Workforce Development Board

Meeting Minutes

Thursday, November 19, 2015 -- 8:00 AM

Lake County Federation of Teachers Hall; 248 Ambrogio Dr.; Gurnee, IL

Present: Greg Burns, Timothy Dempsey, Emily Garrity, Chris Hammerlund, Jennifer Harris, Sue Huwe, Noelle Kischer-Leppe, Kristi Long, Audrey Nixon, Pete Olson, Arlene Santos-George, Bonnie Schirato, Patrick Statter, Michael Stevens, Karen Stoneman, Andrew Warrington, Roycealee Wood

Absent: Kurt Beier, Jack Borre, Sam Cade, Laura Crivlare, Tony Figueroa, Dennis Kessler, Edward Melton, Todd Mundorf, Carlotta Roman, Victoria Schofield, Jennifer Serino Stasch, Jerry Weber

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 8:05 am.

II. Approval of minutes

Upon a motion by Member Olson, seconded by Member Burns, the meeting minutes for September 24, 2015 were approved unanimously.

III. Public Comment

None.

IV. Chairman's Report

None.

V. Presentations

None.

VI. Old Business

None.

VII. New Business

1. Policy modifications

- Ms. Williams detailed the proposed modifications to Board policies to bring the policies into alignment with WIOA.
- She noted that the first group of policies being brought forward for consideration primarily involved policies that just require changes in the statutory citations and/or reference to the new legislation.
- Ms. Williams indicated that a new Transition Policy was developed following discussions with DCEO staff.
- She noted that staff will be reviewing other policies in the coming months and will bring them forward for consideration at upcoming meetings.

- Motion by Member Statter, seconded by Member Warrington, to approve the policy modifications as presented was approved unanimously.
2. 2016 Meeting Schedule
 - Mr. Gibson noted the draft 2016 meeting schedule and indicated that there was one correction for the January Executive Committee meeting date. The date should be January 13th.
 - Motion by Member Warrington, seconded by Member Nixon to approve the 2016 Meeting Schedule with the amended date of January 13th for the Executive Committee meeting. The motion was approved unanimously.

VIII. Committee Reports

Mr. Gibson shared the following committee reports with the Board:

3. One Stop System Committee
4. Marketing & Employer Linkages Committee
5. Youth Council
6. Executive Committee

IX. Staff Report

7. NAWB Update

Member Dempsey provided brief comments on NAWB activities. He noted that registration was open for the NAWB 2016 Forum in mid-March.
8. Lake County Partners Update
9. Provider and Program Certification Update
 - Mr. Gibson noted for the Board that there has not been any new information from DCEO regarding development of a new Training Provider/Program Policy.
 - He said that training programs are currently certified through the end of 2015. He also said that staff was informed that DCEO was seeking a waiver from the federal Department of Labor to extend the certification period for existing programs beyond the current December 31st deadline.
 - Mr. Gibson said that additional information would be provided as it became available.
10. Regional/Local Planning Activities
 - Mr. Gibson briefly updated the Board on regional and local planning activities.
 - He indicated that staff would be participating in a regional planning meeting with partner organizations in early December.
 - Regarding the local plan, Mr. Gibson indicated that staff was working with the County's Purchasing Division to engage a consultant to assist with development of the Four-Year Local Plan.
 - He said that he anticipated that the consultant would be selected by early December and that work would be getting underway shortly after that.
 - Mr. Gibson said that updates on both of these activities would be provided at the January 2016 Board meeting.

11. Financial Report and Dashboard Report

- Mr. Gibson reviewed the latest Dashboard Report and the September Financial Report with the Board.

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

- Mr. Gibson indicated that the Youth Services RFP had been released and that proposals were due in early January. Following discussion, several members of the Board indicated that they would be available to participate in the review process.
- Mr. Gibson also noted that the State of the Youth Report was presented in a public meeting at the Central Permit Facility. He said that approximately 20 individuals representing different organizations had been in attendance.
- He stated that the presentation made by Ms. Williams was well received.
- He also noted that the information contained within the report would be good materials for organizations that were considering submitting a proposal for the Youth Service RFP.

13. Assignment to Board

14. Other Discussion Items

None.

X. Next Regular Meeting – January 28, 2016

XI. Adjournment

Upon motion by Member Statter, seconded by Member Dempsey, the meeting was adjourned at 9:05 a.m.

Lake County Workforce Investment Board
Meeting Minutes
Thursday, September 24, 2015 - 8:00 AM
Waukegan City Hall, Council Chambers - 2nd 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 30th 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 29th 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

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| 1. Strategic Planning Elements | <ul style="list-style-type: none"> ▪ Analysis of the regional economic conditions including existing and in-demand industry sectors and occupations, employment needs of employers in those sectors ▪ Analysis of knowledge and skills needed to meet employment needs of the employers in the regions, including in-demand sectors and occupations ▪ Workforce analysis: employment and unemployment data, trends, educational and skill levels of the workforce in the region ▪ Workforce development activities (including education and training), strengths and weaknesses, capacity to provide services, to address needs ▪ Boards’ strategic vision and goals for preparing an educated and skilled workforce, including goals related to performance accountability measures ▪ 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 |
| 2. Workforce Development System Description | <ul style="list-style-type: none"> ▪ 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 |
| 3. Expanded Access | <ul style="list-style-type: none"> ▪ 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 ▪ How the board will facilitate the development of career pathways and co-enrollment as appropriate in core programs ▪ How board will improve access to activities leading to recognized postsecondary or industry recognized credential |
| 4. Local strategies and services | <p>Strategies to:</p> <ul style="list-style-type: none"> ▪ Facilitate engagement of employers in workforce programs, including small employers in in-demand sectors ▪ Meet the needs of businesses ▪ Better coordinate workforce and economic development ▪ Strengthen linkages between the one-stop delivery system and the unemployment insurance programs <p>Strategies that may include:</p> <ul style="list-style-type: none"> ▪ 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 |
| 5. Coordination with economic development | How the board will coordinate workforce development with economic development, and promote entrepreneurial skills training and microenterprise services |
| 6. One-stop delivery system description | <ul style="list-style-type: none"> ▪ How the board will ensure continuous improvement of eligible training providers, and ensure providers meet the needs of local employers, |

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| | <p>workers and job seekers</p> <ul style="list-style-type: none"> ▪ Facilitation of access to services provided through the one-stop delivery system, including remote areas through the use of technology and other means ▪ 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 ▪ Describe roles and resource contributions of one-stop partners |
| 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 |

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| | 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 |