

**Lake County Workforce Investment Board**  
**Meeting Agenda**  
**Thursday, January 28, 2016 -- 8:00 AM**  
**Lake County Federation of Teachers Hall; 248 Ambrogio Dr.; Gurnee, IL**

**I. Call to Order**

**II. Approval of minutes**

**III. Public Comment**

**IV. Chairman's Report**

**V. Presentations**

WIOA Four-Year Local Plan Development – *Presentation will be made following action on New Business Items.*

- As required under WIOA, staff has been working with the selected consultant, TEC Services Consulting, Inc. of Naperville, to collect information and ideas to incorporate into a new Four-Year Local Plan.
- Linda Kaiser, consultant with TEC Services, will provide an overview on work undertaken, including public meetings and distribution of surveys, as well as meetings held with partner organizations to gather their input.
- A structured discussion will be lead to provide the Board with an opportunity to discuss ideas and issues for incorporation into the draft Plan. Information on contents required to be in the Plan are included in the agenda packet.
- When available, a copy of the draft Plan will be circulated to the Board for review and comment prior to being put into a final form. A copy of the final Plan will be presented back to the Board for approval.
- DCEO has not released policy guidance regarding the required format and due date for the Four-Year Local Plan. Staff will complete the Plan submission process, as required when the policy guidance has been released.

**VI. Old Business**

**VII. New Business**

1. By-Law Amendments

- At the September meeting, the Board approved modifications to the By-Laws as required by implementation of the Workforce Innovation and Opportunity Act.
- Staff noted that additional modifications may be necessary depending on policy guidance received from DCEO.
- Upon policy guidance received in December, staff is recommended several minor modifications for approval:
  - Additional language noting requirement to have two (2) members representing small businesses.
  - Replacement of Non-Business Representative section with sections outlining required membership areas: Workforce; Education and Training; Governmental and Economic and Community Development; and Other Representatives.
  - Ability for member to participate in meetings by telephone.
- Pursuant to the current By-Laws, the recommended modifications were distributed electronically at least 10 days prior to the Board meeting.
- An additional copy is attached electronically to the email distributing this agenda.

2. Business Service Outreach Contract
  - A summary on the Business Service Outreach program outcomes to date was provided to the Board at the November Board meeting.
  - Additional discussion has been held during recent Executive Committee meetings regarding this program and its continuation beyond the current contract expiration date of June 30<sup>th</sup>.
  - Staff will be seeking Board authorization to begin discussions with Lake County Partners to develop a new contract for Business Service Outreach beginning July 1<sup>st</sup>.

## **VIII. Committee Reports**

2. One Stop System Committee
  - Updated on latest Five Step Program activities.
  - Discussed status of Local Plan and MOU development.
3. Marketing & Employer Linkages Committee
  - Reviewed beta version of the new Job Center website that is under development.
  - Updated on status of Local Plan, Regional Plan and MOU development.
4. Youth Council
  - Received update on Youth Services RFP process
  - Notified of upcoming enrollment period during February for 2016 Summer Youth Employment Program
  - Updated on current status of Youth Services contracts and use of ITAs for youth population.
  - Updated on Local and Regional Plans and MOU progress.
5. Executive Committee
  - Reviewed modifications to Board By-Laws and recommended for approval.
  - Discussed Business Services Outreach Program and staff's intention to request authorization to begin development of new contract.
  - Updated on Youth Services RFP process
  - Heard status report on Local and Regional Plan development and progress on MOU development.

## **IX. Staff Report – Information only**

6. NAWB Update
7. Lake County Partners Update
8. Financial Report
  - Staff will review the December Financial Report.
  - A copy is included with the agenda packet.
3. Youth Services Request for Proposal Update
  - Proposals were due on January 7<sup>th</sup>. Ten (10) proposals from nine (9) respondents were received.
  - Presentations from the respondents were heard on January 26<sup>th</sup>. Staff will update the Board and any developments.
  - A recommendation from the Youth Council will be presented for consideration at the March Board meeting.
4. Memorandum of Understanding Update (MOU)
  - In addition to Local Four-Year Plan activities, discussions have started on development of a new MOU with the Job Center Partners.
  - State policy guidance has been received, along with recent information on responsible parties that will represent state partners.

- Staff will report on progress to date, as well as any additional information forthcoming from DCEO regarding development of the MOU.

5. WIOA Regional Plan Update

- Workforce staff is participating in a DCEO led effort to develop a Regional Plan as required under WIOA.
- Jennifer Serino has been serving as one of the regional workforce liaisons to work with other partner organizations to develop a draft Regional Plan.
- Staff will provide an overview of recent activities and information regarding a proposed State meeting for all regional partners in February.

9. Assignment to Board

10. Other Discussion Items

**X. Next Regular Meeting – March 24, 2016**

**XI. Adjournment**

**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,r 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

**I. Call to Order**

Chairwoman 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.

**VIII. Presentations**

None.

**IX. Old Business**

None.

**X. New Business**

11. 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.

12. 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 13<sup>th</sup>.
- Motion by Member Warrington, seconded by Member Nixon to approve the 2016 Meeting Schedule with the amended date of January 13<sup>th</sup> for the Executive Committee meeting. The motion was approved unanimously.

## **VIII. Committee Reports**

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

13. One Stop System Committee
14. Marketing & Employer Linkages Committee
15. Youth Council
16. Executive Committee

## **IX. Staff Report**

### 17. NAWB Update

Member Dempsey provided brief comments on NAWB activities. He noted that registration was open for the NAWB 2016 Forum in mid-March.

### 18. Lake County Partners Update

### 19. 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 31<sup>st</sup> deadline.
- Mr. Gibson said that additional information would be provided as it became available.

### 20. 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.

### 21. Financial Report and Dashboard Report

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

### 22. 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.

### 23. Assignment to Board

- Chairwoman Schirato noted that several members of the Board had volunteered to participate in the review process for Youth Services proposals.

24. 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.

## 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

|   |  |
|---|--|
| 1. Strategic Planning Elements              | <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> |
| 2. Workforce Development System Description | <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>   |
| 3. Expanded Access                          | <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>  |
| 4. Local strategies and services            | <p>Strategies to:</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>Strategies that may include:</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>  |
| 5. Coordination with economic development   | <p>How the board will coordinate workforce development with economic development, and promote entrepreneurial skills training and microenterprise services</p>   |
| 6. One-stop delivery system description     | <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> <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</li> </ul>  |

|   |  |
|---|--|
|   | <p>of individuals with disabilities</p> <ul style="list-style-type: none"> <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  |

| <b>Workforce Development Grant Expenditure Report</b>              |                      |                   |                              |                     |                   |
|--|----------------------|-------------------|------------------------------|---------------------|-------------------|
| December 2015  |                      |                   |                              |                     |                   |
| <b>Workforce Innovation and Opportunity Act Grant</b>              |                      |                   |                              |                     | December 2015     |
| <b>Youth - Adult - Dislocated Worker</b>                           | <b>Cost Category</b> | <b>Allocation</b> | <b>Certified Costs</b>       | <b>Obligations*</b> | <b>Percentage</b> |
| <b>PY'15 Grant (July 2015 - June 2017)</b>                         | Administration       | 479,342           | 84,251.30                    | -                   | 0                 |
|  | Youth                | 1,518,725         | 451,696.08                   | 601,780.69          | 69.4%             |
|  | Adult                | 1,476,770         | 464,826.60                   | 70,667.60           | 36.3%             |
|  | Dislocated Worker    | 1,318,594         | 371,548.52                   | 178,954.17          | 41.7%             |
|  | <b>Total</b>         | <b>4,793,431</b>  | <b>1,372,323</b>             | <b>851,402</b>      | <b>46.4%</b>      |
| <b>Workforce Investment Act Grant</b>                              |                      |                   |                              |                     | December 2015     |
| <b>Youth - Adult - Dislocated Worker</b>                           | <b>Cost Category</b> | <b>Allocation</b> | <b>Certified Costs</b>       | <b>Obligations*</b> | <b>Percentage</b> |
| <b>PY'14 Grant (July 2014 - June 2016)</b>                         | Administration       | 429,377           | 317,177.81                   | 0                   | 73.9%             |
|  | Youth                | 1,290,011         | 1,257,159.59                 | 30,500.00           | 99.8%             |
|  | Adult                | 1,287,887         | 1,147,986.32                 | 0                   | 89.1%             |
|  | Dislocated Worker    | 1,254,309         | 1,116,803.49                 | 0                   | 89.0%             |
|  | 2% Transition        | 32,200            | -                            | 0                   | 0%                |
|  | <b>Total</b>         | <b>4,293,784</b>  | <b>3,839,127</b>             | <b>30,500</b>       | <b>90.1%</b>      |
| <b>Trade Adjustment Act Grant</b>                                  |                      |                   |                              |                     | December 2015     |
| <b>TAA '14 (October 2015 - September 2016)</b>                     |                      | <b>Budget</b>     | <b>Certified Costs</b>       | <b>Obligations*</b> | <b>Percentage</b> |
|  |                      | 398,410.72        | 101,860.08                   | 94,915.57           | 49.4%             |
| <b>Trade Adjustment Act Grant</b>                                  |                      |                   |                              |                     | December 2015     |
| <b>Grant Closed September 30, 2015</b>                             |                      | <b>Budget</b>     | <b>Certified Costs</b>       | <b>Obligations*</b> | <b>Percentage</b> |
|  |                      | 1,029,257.74      | 1,029,257.74                 | 0                   | 100.0%            |
| <b>Rapid Response Trade Case Management (WIA)</b>                  |                      |                   |                              |                     | December 2015     |
| <b>CM'15 (October 2015 - June 2017)</b>                            |                      | <b>Budget</b>     | <b>Certified Costs</b>       | <b>Obligations*</b> | <b>Percentage</b> |
|  |                      | 134,089.00        | #REF!                        | -                   | #REF!             |
| <b>Rapid Response Trade Case Management (WIA)</b>                  |                      |                   |                              |                     | December 2015     |
| <b>CM'14 Grant (November 2014 - June 2016)</b>                     |                      | <b>Budget</b>     | <b>Certified Costs</b>       | <b>Obligations*</b> | <b>Percentage</b> |
|  |                      | 412,217.00        | 16,495.84                    | 0                   | 4.0%              |
| <b>Rapid Response Trade Case Management (WIA)</b>                  |                      |                   |                              |                     | December 2015     |
| <b>CM'13 Grant (November 2013 - June 2016)</b>                     |                      | <b>Budget</b>     | <b>Certified Costs</b>       | <b>Obligations*</b> | <b>Percentage</b> |
|  |                      | 228,532.55        | 178,072.60                   | 0                   | 77.9%             |
| <b>Dislocated Worker Rapid Response (WIA)</b>                      |                      |                   |                              |                     | December 2015     |
| <b>RR'14 Grant (June 2015 - June 2016)</b>                         |                      | <b>Budget</b>     | <b>Certified Costs</b>       | <b>Obligations*</b> | <b>Percentage</b> |
|  |                      | 210,650.00        | 78,140.89                    | 31,830.95           | 52.2%             |
| <b>Dislocated Worker National Emergency Grant (WIA)</b>            |                      |                   |                              |                     | Grant Closed      |
| <b>Grant Closed December 31, 2015</b>                              |                      | <b>Budget</b>     | <b>Certified Costs</b>       | <b>Obligations*</b> | <b>Percentage</b> |
|  |                      | 620,181.00        | 620,181.00                   |                     | 100.0%            |
| <b>Disability Employment Initiative Grant</b>                      |                      |                   |                              |                     | December 2015     |
| <b>DEI'13 Grant (April 2014 - January 2017)</b>                    |                      | <b>Budget</b>     | <b>Certified Costs</b>       | <b>Obligations*</b> | <b>Percentage</b> |
|  |                      | 381,600.00        | 174,336.51                   | 0                   | 45.7%             |
| <b>Accelerated Training for Illinois Manufacturing</b>             |                      |                   |                              |                     | December 2015     |
| <b>Grant Closed August 31, 2015</b>                                |                      | <b>Budget</b>     | <b>Invoiced Expenditures</b> | <b>Obligations*</b> | <b>Percentage</b> |
|  |                      | 464,755.68        | 464,755.68                   | 0                   | 100.0%            |
| <b>Incentive Funds (WIA)</b>                                       |                      |                   |                              |                     | December 2015     |
| <b>PY'13 Incentive (May 2015 - June 2016)</b>                      |                      | <b>Budget</b>     | <b>Certified Costs</b>       |                     | <b>Percentage</b> |
|  |                      | 27,745.00         | 10,491.59                    |                     | 37.8%             |
| Certified costs for December 31, 2015 reported on January 20, 2016 |                      |                   |                              |                     |                   |
| *Obligations are reported on a quarterly basis                     |                      |                   |                              |                     |                   |