

**Executive Committee
Meeting Agenda
Wednesday, May 11, 2016 - 8:15 a.m.
Waukegan Job Center, 1 N. Genesee Street, Waukegan, IL**

- I. Call to Order**
- II. Approval of minutes – pp. 3 – 5.**
- III. Public Comment**
- IV. Chairman’s Report**
- V. Old Business**
- VI. New Business**

1. Nominating Committee Report – Action Item

- The Nominating Committee will report its recommendations for the new term beginning July 1, 2016.
- If recommended by the Executive Committee, the slate would be presented to the full Board at its upcoming Special Call Meeting.
- At that Board meeting, an opportunity would be available for other Board Members to be nominated for consideration.

2. PY2016 Budget – Action Item

- The State has issued PY2016 WIOA funding allocations for the program year beginning July 1, 2016.
- Lake County is receiving a total allocation in the amount of \$4,187,816. The break-out by funding type is:

Funding Type	PY2016	PY2015	+/-
Adult	\$1,326,864	\$1,640,855	-\$313,991
Dislocated Worker	\$1,497,643	\$1,465,104	+\$32,539
Youth	\$1,363,309	\$1,687,472	-\$324,163

- Staff will review the proposed budget with the Committee and seeks its approval.
- In previous years, submission of the approved budget and Local Plan Modifications all had the same deadline. This year, the State has established a different submission deadline for the approved budget - May 15th.
- The proposed budget will be distributed electronically prior to the meeting.

3. Regional Plan – Action Item

- As noted previously, staff has been working with workforce partners from across the Northeast region to develop the required Regional Plan.

- The draft Regional Plan has been finalized and is being made available for the required 30-day Public Comment period on Monday, May 9th.
- Each local workforce board in the Northeast Economic Development Region is to consider and approve the draft Regional Plan.
- An electronic copy of the complete draft Regional Plan is attached. A copy of the Executive Summary is attached on pages 7 & 8.
- Staff will review the process undertaken to develop the document, and will request that the Committee approve the draft Regional Plan.
- The Workforce Board will be asked to ratify the action of the Executive Committee at a Special Call Board meeting to be held later in May.

4. Four-Year Local Plan – Action Item

- The Committee was updated on development of the Local Plan at its April meeting.
- It was noted that the Local Plan would be brought forward at the May meeting for approval and that staff would be requesting authorization to send the document out for the required 30-day Public Comment period.
- Staff also requested that the Committee forward any comments and/or recommendations on the draft Local Plan for incorporation into the document. No comments were received.
- The Workforce Board will be asked to ratify the action of the Executive Committee at a Special Call Board meeting to be held later in May.
- An electronic copy of the Local Plan is attached.

5. Extension of Business Outreach Program – Action Item

- The contract with Lake County Partners (LCP) for the Business Outreach program is up for renewal.
- The contract had an initial one-year term with the right to extend for an additional three (3) one-year periods. This is end of the first one-year extension.
- Staff is recommending that the Committee authorize the second one-year extension.
- LCP has committed to the same budget as the first one-year extension period - \$80,723 – for the coming contract period.
- Staff will review recommended modifications to the Service Model:
 - Adding additional industry sectors to target for visits
 - Increasing size of businesses
- The proposed extension will be emailed prior to the meeting.

6. Training Provider and Training Program Eligibility Policy – Action Item

- As required under WIOA, the State has published a new Training Provider and Training Program Eligibility Policy. Local areas are required to develop a new policy in line with the new requirements.
- Staff will provide an overview of the draft policy and requests it approval.
- The recommended policy will be emailed prior to the meeting.

VII. National Association of Workforce Boards

VIII. Staff Report

7. Memorandum of Understanding Update

8. Other Discussion Items

IX. Next Regular Scheduled Meeting – June 15, 2016

X. Adjournment

Executive Committee
Meeting Minutes
Wednesday, April 13, 2016 - 8:15 a.m.
Waukegan Job Center, 1 N. Genesee Street, Waukegan, IL

Present: Tim Dempsey, Jennifer Harris, Dennis Kessler, Audrey Nixon, Bonnie Schirato, Jennifer Serino Stasch, Michael Stevens, Jerry Weber

Absent: J.A. Tony Figueroa, Ed Melton, Todd Mundorf, Andrew Warrington

Staff: Gary Gibson, Bethany Williams, Demar Harris, Jennifer Everett

I. Call to Order

Chair Schirato called the meeting to order at 8:16am.

II. Approval of minutes

Member Nixon made a motion to approve the minutes, which was seconded by Member Kessler and approved by a vote of the Committee.

III. Public Comment

None.

IV. Chairman's Report

Chair Schirato commented that the Lake County Leadership Summit was a great event, and as Workforce Board members, many of us are aware of the programs and services, but it was clear by reading the room that many people weren't aware of the work that we do. Member Weber said that the outreach is starting to go viral. Member Serino shared that the event was larger than it has been in the past. Member Stevens shared that the topic came up as a result of survey results from last year. Gary Gibson will share the link to the video that was played at the event.

V. Old Business

None.

VI. New Business

1. Strategic Plan Discussion

- Gary Gibson shared that he has developed a simple RFQ for strategic planning.
- Member Weber asked about how the strategic plan relates to the WIOA Local and Regional Plans.
- Member Schirato asked for suggestions about how to increase Board engagement. Member Kessler suggested that being engaged in a committee is a great way to increase Board engagement. Member Serino shared that in her previous role with the Board in Northern Cook County, each committee had a budget and a project.

- Member Weber suggested that each agenda have some time for brainstorming, or perhaps each member would be responsible for bringing a new idea to each meeting to discuss.
- Member Dempsey shared that he thinks that we still have an awareness problem. We need a new focus on sharing the message. Member Weber shared that you need 6-10 “touches” on a customer before they take action.
- Chair Schirato suggested that we discuss the marketing/awareness challenge using the “Six Thinking Hats” model.
- If members have strategic planning consultants that they have worked with and would like to be included in the distribution list for the RFQ, please share those names with Gary Gibson.

2. Four-Year Local Plan Discussion

- Gary Gibson reviewed a list of the high-level goals included in the Draft Local Plan.
- Member Serino suggested broadening the goals so that they can be adapted in the implementation to address business needs and resource availability. Member Stevens echoed her comments.
- Member Stevens shared that the three top-line goals of aligning systems, engaging employers and increasing access and services to special populations make sense and capture what we have been discussing.
- Gary Gibson shared that the introduction was developed locally. The middle section, which is comprised of Chapters 4-6, follows the template that was provided by the state and aligns with the regional plan, which will be Chapters 1-3. Each local area in the region will develop their own set of Chapters 4-6.
- Member Serino shared that the regional plan is based on industries. It focuses on healthcare, transportation/distribution/logistics and manufacturing. The plan includes an inventory of current activities and potential opportunities. Member Weber asked for an example, and Member Serino shared that one example might be identifying emerging occupations through business engagement and developing bridge programs to help prepare harder-to-serve individuals for careers in those occupations.
- Gary Gibson shared that there may be a special meeting of the Workforce Development Board in May. Member Stevens shared that there is a Lake County Partners Board meeting on Thursday, June 9 to discuss the health careers pathways programs. It may be possible to hold a joint meeting of the Workforce Development Board and Lake County Partners Board to discuss the Four Year Local Plan and Regional Plan.
- Chair Schirato asked that members submit comments to Gary Gibson on the Four Year Local Plan by April 28.

VII. National Association of Workforce Boards

Member Dempsey shared that NAWB has a strategic planning meeting in June.

VIII. Staff Report

3. WIOA Regional Plan Update
Member Serino shared an update on the regional plan. A draft is expected April 25, 2016.
4. Memorandum of Understanding Update
Partners are meeting and beginning discussions about the draft budget, which will look similar to the budget for the current year.
5. Other Discussion Items
 - Member Stevens shared that the Lake County Partner's "Big Event" will be held June 3, 2016 at the Lincolnshire Marriott.
 - Member Serino shared that we received about \$15,000 worth of incentive funds.
 - U.S. Department of Labor released the new funding allocation notice for the states last week. Illinois' funds decreased across all funding streams. Local allocations should be announced within the last year. There is a hold harmless provision now that means that our local allocations can't drop to less than 80% of previous year levels.

IX. Next Regular Scheduled Meeting – May 11, 2016

X. Adjournment

Member Kessler made a motion to adjourn, which was seconded by Member Harris. The meeting adjourned at 9:24am.

NORTHEAST REGION WIOA PLAN HIGHLIGHTS

REGIONAL ECONOMIC AND WORKFORCE ANALYSIS

The Metropolitan Area was struck hard by the economic downturn. At the same time, the Chicago region is unique among major US metropolitan areas in that the area is home to both a strong service sector and a strong manufacturing sector. The metropolitan region's unemployment rate is down to around 6%. By the end of next year, the region is expected to have recovered all jobs lost during the downturn with growth over the next decade expected at 8%.

The Northeast Economic Development Region (NEEDR) has chosen to focus sector efforts on Healthcare, Manufacturing and Transportation, Distribution and Logistics (TDL), with acknowledgement that IT underlies all of these and is an important economic driver in its own right. World Business Chicago has identified the shortage of middle-skill workers as a major regional hurdle and each of these industries are expected to grow in middle-skill positions in the near term.

Occupational skill requirements are increasing in many industries, both across the nation and in the northeast Illinois region.

Sector Initiatives

The NEEDR has significant experience in sector-based workforce initiatives. Recent initiatives include: Accelerated Training for Illinois Manufacturing, Health Professions and Opportunity Program, the Job Driven NEG Grant, The Chicago-Cook Workforce Partnership's sector centers in three industries, and community college ICAPs programs, with many other initiatives spread throughout the region.

REGIONAL INTEGRATION OF STRATEGIES AND SERVICES

Workforce Development Activities, Special Populations and Employer Services

The following workforce development activities and types of services with promising return-on-investment (ROI) warrant continued focus and development.

- **Work-Based Learning Opportunities:** Several of the Local Workforce Boards use On-the-Job-Training (OJT), Apprenticeships, and Internships to provide the skills needed for job-seekers to be successful in the workplace.
- **Career Pathways:** Workforce development and education partners in the NEEDR are increasingly developing Career Pathway programs to prepare individuals to be successful in secondary and post-secondary education as well as help individuals enter or advance within a specific occupational cluster.
- **Sector Strategies:** The NEEDR provides many sector-based workforce development services for residents and businesses.

The system focuses on special populations, including Low-Skilled Adults, Individuals with Disabilities, Formerly Incarcerated/Criminal Justice Involved, Out-of-School Youth, Veterans, English Language Learners, Homeless, Older Workers, and the Long Term Unemployed.

Employer services include occupational and labor market information to inform economic forecasting, no-cost human resource services for recruiting, retaining, and hiring qualified employees and accelerated and customized employer-based training programs for increasing skills of existing and new employees.

Transportation and Supportive Services

The Northeast Region is fortunate to have an extensive transportation system, including public transit, although, as mentioned above, outside of the core, transit can be a challenge. The Regional Transportation Authority (RTA) provides more than two million rides each weekday on bus and rail services in Cook, DuPage, Kane, Lake, McHenry, and Will Counties. One-Stop clients are referred to entities or organizations that are not available at the One-Stop center for supportive services. Examples include housing, health, transportation, services for individuals with disabilities and financial counseling.

Coordination with Economic Development

In many of the local areas, the local economic development department or authority has a seat on the Local Workforce Board and is included in policy making decisions. At the regional level, the Workforce Boards of Metropolitan Chicago have partnered with MEGA (Metropolitan Economic Growth Alliance) to prepare economic and industry reports and at least one Local Workforce Board Director is a member of the Chicagoland Metropolitan Agency for Planning's (CMAP) Economic Development Committee and regularly provides input on the regional planning efforts that CMAP is responsible for.

REGIONAL VISION, GOALS AND STRATEGIES

The Northeast Economic Development Region WIOA partners will work collaboratively to deliver a workforce development system that provides opportunities for career growth for the region's jobseekers and workers as well as ensures a skilled workforce to meet the needs of businesses. The region's workforce development system will be responsive to changes in the economy, including changes in dominant industry sectors, as well as changes in the skills and education needed for jobs. The system will assist the region's workers and job-seekers to advance along career pathways and will effectively collaborate with educators and economic development agencies to provide an aligned system for the region's stakeholders. Specifically, the One-Stop delivery system shall provide a true "One-Stop" experience, at which any employer, worker or job seeker can access the programs and resources they need, whether in-person or electronically. Finally, the workforce system will utilize ongoing evaluations to assess programmatic success, providing for continuous system improvement.

The region's goals include: Improved and expanded regional sector partnerships, expanded career pathway opportunities, and expanded workforce opportunities for populations facing multiple barriers to career advancement.

The vision and principles will be implemented through the following policy strategies that together are necessary to reach the NEEDR plan goals.

- Strategy 1: Strengthen relationships with local businesses and ability to meet the needs of businesses
- Strategy 2: Increase coordination between workforce development and economic development
- Strategy 3: Strengthen linkages between the One-Stop delivery system and unemployment programs
- Strategy 4: Coordinate and Enhance Career Services and Case Management
- Strategy 5: Expand Access to Labor Market Information
- Strategy 6: Expand Career Pathway Programs and Work-Based training programs