

**Lake County Workforce Development Board  
Meeting Minutes  
Thursday, February 22, 2018 at 8:00 AM  
United Way of Lake County, 330 South Greenleaf Street, Park City, IL**

*Attachments are available upon request: [MFreeman@LakeCountyIL.gov](mailto:MFreeman@LakeCountyIL.gov)*

**Present:** Chairwoman Jennifer Harris, Kurt Beier, Greg Burns, Chris Hammerlund, Sandy Hart, Scott Jones, Dennis Kessler, Noelle Kischer, Kristi Long, Lacie Mayer, Edward Melton, Ali O'Brien, Eugene Roberson, Carlotta Roman, Arlene Santos-George, Jennifer Serino, Karen Stoneman

**Absent:** Jack Borre, Sam Cade, Kevin Considine, Laura Crivlare, Tim Dempsey, Tony Figueroa, Emily Garrity, Susan Huwe, Pete Olson, Patrick Statter, Andrew Warrington, Roycealee Wood

**I. Call to Order**

*Chairwoman Harris called the meeting to order at 8:03 a.m. A quorum was present.*

**II. Approval of Minutes — November 16, 2017**

[Attachment A](#)

**Action: A motion was made by Member Jones, seconded by Member Long, that the minutes be approved. The motion carried unanimously.**

**III. Public Comment**

*There was no public comment.*

**IV. Chairwoman's Report**

*There were no remarks from Chairwoman Harris.*

**V. Old Business**

*There was no old business to conduct.*

**VI. Presentation**

1. Program overview and client success highlights

- Lake County workforce development programs serving individuals with a disability

[Attachment B](#)

*Staff and participants from various organizations provided a presentation of programs in Lake County serving individuals with a disability. Presenters included: Erika Monson, Intake Specialist from Goodwill Industries; Sandy Schwab, Senior Program Coordinator from the Workforce and Professional Development Institute at the College of Lake County; Sondra Haney, Project Lead and Ticket to Work Coordinator from the Lake County Workforce Development Department; and program participants Denise Anderson, Kim Douglas, and Alan Vasquez.*

**This item was presented.**

**VII. New Business**

## 1. Quarterly update on LCWDB Strategic Plan: Talent Pipeline Committee

- LCWDB Strategic Plan Dashboard

Handout

*Member Hammerlund provided members with a PowerPoint presentation of activity completed to date by the Talent Pipeline Committee as outlined in the LCWDB Strategic Plan. The presentation reviewed the four main projects under the Talent Pipeline Committee, including: expand career awareness programs, increase internships, explore apprenticeship models, and prepare vulnerable populations for success. Member Hammerlund noted that three Task Forces have been deployed to complete specific work.*

*Mandi Freeman provided members with the LCWDB's Strategic Plan Dashboard which demonstrates the progress that each committee has made toward goals and projects contained in the Strategic Plan.*

**This item was presented.**2. **Action Item**

Attachment C

Approve LCWDB Policy 7: Procurement, based on the recommendation from the Executive Committee.

*Mandi Freeman noted that the One-Stop Operator Procurement Monitoring conducted by the Illinois Department of Commerce and Economic Opportunity (DCEO) resulted in a finding that requires the LCWDB's written procurement policy to outline a timetable to ensure the selection of a One-Stop Operator through a competitive process is conducted every four years. The procurement policy was revised to include the required elements.*

**Action: A motion was made by Member Melton, seconded by Member Roberson, that the LCWDB Policy 7: Procurement be approved. The motion carried unanimously.**

## 3. LCWDB Certification approved by the Governor of Illinois

- Approved on December 15, 2017 for the period of October 2017 – October 2019

*Member Serino noted that the Workforce Innovation and Opportunity Act (WIOA) requires each Local Workforce Innovation Board (LWIB) to be recertified every two years. Recertification materials are submitted to the Illinois Office of Employment and Training (OET), and are approved by the Governor of Illinois based on compliance with the requirements contained in WIOA Policy 1.4 and WIOA Policy 1.5, which include the demonstration of fiscal integrity, proper membership composition, and the achievement of performance measures.*

## 4. LWIA 1 Local Plan and NEEDR 4 Regional Plan approved by WIOA Interagency Workgroup

- Approved on December 13, 2017 for the period of July 1, 2016 – June 30, 2020

*Member Serino reported that the Local Plan for Local Workforce Innovation Area 1 (LWIA 1) and the Regional Plan for the North East Economic Development Region 4 (NEEDR 4) were approved on December 13, 2017 for the period of July 1, 2016-June 30, 2020. Member Serino explained that the Workforce Innovation and Opportunity Act (WIOA) Interagency Work Group reviewed the modifications to the Regional and Local Plan submitted by and applicable to LWIA 1 and determined that they met Federal and State requirements under WIOA.*

## 5. Job Center of Lake County MOU approved by WIOA Interagency Workgroup

- Approved for the period of July 2017 – June 2020

Member Serino noted that Local Workforce Innovations Boards (LWIBs), with the agreement of the chief elected official (CEO), are responsible for entering into a Memorandum of Understanding (MOU) with each of the One-Stop Center partners that outlines the operations of the overarching One-Stop delivery system. The MOU also contains One-Stop Center Infrastructure Cost Funding. Member Serino noted the MOU for Local Workforce Innovation Area 1 (LWIA 1) was approved for the period of July 2017-June 2020. She explained that reconciliation of the cost sharing agreement will occur twice annually; she will request information from partner organizations.

## VIII. Committee Reports

### 1. Executive Committee

- Committee met January 11, 2018 and February 7, 2018
- Media Plan Task Force met February 9, 2018
- Committee reviewed the final DCEO Equal Opportunity compliance review findings report and complete WDD corrective action plan
- Committee reviewed the final DCEO & DOL One-Stop Operator Procurement Monitoring report and complete LCWDB corrective action plan
- Committee reviewed Grant Expense Reports through December, 2017

Attachment D

Chairwoman Harris provided members a report detailing activity and information from the Executive Committee.

### 2. Employer Connection Committee

- Committee met December 20, 2017 and January 17, 2018
- Committee reviewed LCP 2<sup>nd</sup> quarter Business Outreach Program metrics
- Committee reviewed WDD 2<sup>nd</sup> quarter business services outcomes
- Committee discussed High Priority Occupation methodology with Ecosystem partners
- The Workforce Brief: February, 2018

Attachment E

Attachment F

Handout

Committee Chair, Member Stoneman, provided members a report detailing activity and information from the Employer Connections Committee.

### 3. Talent Pipeline Committee

- Committee met December 19, 2017 and January 16, 2018
- Internship Task Force met November 20, 2017 and February 20, 2018
- Apprenticeship Task Force met November 21, 2017 and February 14, 2018
- RFP: WIOA Youth Programs for Lake County
- WIOA Youth RFP Task Force attended Proposer Interviews on February 13, 2018

Attachment G

Committee Chair, Member Hammerlund, provided members a report detailing activity and information from the Talent Pipeline Committee.

### 4. Operations Committee

- Committee met December 11, 2017 and January 8, 2018

- Committee reviewed the Job Center of Lake County 2nd quarter activity report
- Committee reviewed rerelease of One-Stop Operator LWIA 1 RFP
- Success Newsletter: Volume 7, Edition 2

*On behalf of Committee Chair, Member Crivlare, Member Serino provided members a report detailing activity and information from the Operations Committee.*

## **IX. Updates & Information**

1. National Association of Workforce Boards (NAWB)
  - The Forum 2018: March 24 – 27, 2018; Washington, DC
  - Membership nomination submitted on behalf of Chairwoman Harris

*Chairwoman Harris explained that she and Members Warrington, Dempsey, and Serino, along with Mandi Freeman, will attend The Forum on behalf of the LCWDB. Member Serino and Mandi Freeman are working to schedule meetings with local legislators while in Washington, DC. The Executive Committee will assemble a packet to share with legislators highlighting local workforce priorities.*

*Chairwoman Harris noted that Member Dempsey's term will be ending soon, and that she has applied to serve on the NAWB as his replacement.*

2. Illinois Workforce Innovation Board (IWIB)
  - Integrated Business Services Framework – Approved
  - Minimum Training Expenditure Policy – Pending

*On behalf of Vice-Chair Warrington, Member Serino reported that the IWIB has approved the Integrated Business Services Framework. She noted that Workforce Innovation and Opportunity Act (WIOA) partners will collaborate on a regional level to integrate business services being delivered by partners.*

*Member Serino explained that the hold harmless component of the Minimum Training Expenditure Policy and the determination of what costs are included in training is still under review. She noted that the final version of the IWIB strategic plan will be complete in March.*

3. Workforce Partners of Metropolitan Chicago
  - Regional Strategic Plan – Priorities are being developed

*Member Serino reported that, though the Northeast Economic Development Region 4 (NEEDR 4) Regional Plan was approved, the DCEO State WIOA Interagency Work Group requested more specifics on how the Regional Plan will be operationalized. Member Serino explained that the Workforce Partners of Metropolitan Chicago are in the process of releasing a Request for Proposals (RFP) for Professional Services. The selected consultant will create a three-year strategic plan for the Regional Plan that emphasizes collaboration and integration among One-Stop Center partners.*

4. Lake County Partners (LCP) Economic Development  
*There was no update.*

X. **Next Regular Meeting – April 26, 2018**

XI. **Adjournment**

A motion was made by Member Santos-George, seconded by Member O'Brien, that this meeting be adjourned.

*The meeting was adjourned at 9:13 a.m.*