

**Lake County Workforce Development Board
Operations Committee
Meeting Minutes
Monday, March 12, 2018 at 9:00 a.m.
Job Center of Lake County, 1 N. Genesee Street, Waukegan, IL**

Attachments are available upon request: MFreeman@LakeCountyIL.gov

Present: Charwoman Laura Crivlare, Sam Cade, Erica Dixon, Susan Huwe, Eva Locke, Arlene Santos-George, Jennifer Serino, Tameka Wilson

Absent: Carlotta Roman, Bob Shears, Suzanne Stidham, Patricia Wilkens

I. Call to Order

Chairwoman Crivlare called the meeting to order at 9:03 a.m. A quorum was present.

II. Approval of Minutes

September 11, 2017

[Attachment A](#)

October 16, 2017

[Attachment B](#)

December 11, 2017

[Attachment C](#)

January 08, 2018

[Attachment D](#)

Action: A motion was made by Member Cade, seconded by Member Santos-George, that the minutes from the four Committee Meetings be approved. The motion carried unanimously.

III. Public Comment

There was no public comment.

IV. Chairwoman's Report

Chairwoman Crivlare announced that the Operations Committee will deliver a report-out against the strategic plan at the Board meeting on April 26, 2018. The report will highlight activity that has taken place around the integration of and collaboration among core and required WIOA partners at the Job Center of Lake County. Mandi Freeman and Member Locke will collect information from partner agencies in the month of March.

V. Old Business

There was no old business to conduct.

VI. New Business

1. **Review:** Inventory of agencies connected to the Job Center of Lake County [Attachment E](#)
Member Locke reviewed the attachment with Committee. Members requested that the inventory include email addresses/phone numbers for referral purposes, and the On-Site One-Stop Operator's contact information. Member Locke will update inventory and disseminated to Committee members at the next Operations Committee meeting in May 2018 for use in referrals, cross-training, and staff development.

This item was reviewed.

2. **Review:** The Job Center of Lake County Customer Satisfaction Report Attachment F
Member Locke reviewed the Job Center of Lake County Customer Satisfaction Report with Committee. She noted that the report is conducted twice per year to solicit feedback from job-seeking customers to gauge satisfaction with Job Center services. Member Locke noted that the One-Stop Operator Partner Consortium meets on a quarterly basis. During this time, they will review findings and address any concerns.

This item was reviewed.

3. **Update:** One-Stop Operator Procurement
Mandi Freeman noted that the Board reissued the One-Stop Operator (OSO) Illinois Local Workforce Development Area 1 RFP. Proposals submissions were due March 08, 2018. The Review Team will review and score proposals by March 15, 2018 and conduct finalist interviews on March, 20, 2018, if needed. The Executive Committee and Workforce Development Board will review the Review Team’s recommendations on April 4, 2018, and April 26, 2018, respectively. The Lake County Board will review recommendations on April 10, 2018. The awarded entity will begin contracted work on July 1, 2018.

4. **Review:** NEEDR 4 Regional Plan – Strategic Plan Update Attachment G

- Illinois Workforce Innovation Board (IWIB) Final Report: TDL Task Force
www.illinoisworknet.com/DownloadPrint/TDL%20Task%20Force%20Final%20Report.pdf

Member Serino explained that that the Workforce Partners of Metropolitan Chicago (WPMC) contracted TEC Services to create a strategic plan around the Regional Plan. TEC Services will engage workforce development partners to increase partner collaboration. The initial framework for partner integration will be constructed around the Transportation, Distribution and Logistics industry. Member Serino and Mandi Freeman attend monthly advisory meetings with TEC Services and WPMC members. The Operations Committee will respond to the framework established at the regional-level to direct WIOA partner integration at the local-level.

Member Serino noted that TEC Services—in partnership with the WPMC—will submit proposals in response to two Notice of Funding Opportunities (NOFO) released by the Illinois Department of Commerce & Economic Opportunity: the WIOA Statewide Workforce Innovation Program and the Illinois Talent Pipeline Program. The first program seeks to establish a framework regarding regional planning and sector strategies, while the second program seeks to implement the framework through work-based learning. Proposals are due on May 1, 2018.

This item was reviewed.**VII. Operations Committee Strategic Plan**

1. WIOA Partners Implementation Plan
 - One-Stop Operator
 - See New Business items 2 & 3
 - Local Workforce Innovation Area 1 Regional and Local Plans
 - See New Business item 4

- Job Center of Lake County MOU
 - Cost Sharing Agreement – Update

Member Serino explained that reconciliations of the cost sharing agreement will occur in March for the first six months of programming (July 1, 2017-December 31, 2017). She will request information from partner organizations later in March. Partners will convene in April/May to negotiate cost-sharing agreement for PY18. The cost of the One-Stop Operator will be included in the new budget.

2. Workforce Development Resource Mapping
 - Map of workforce development resources

No additional discussion took place.

3. Workforce Development Agency Inventory
 - Internal inventory of partner services
 - See New Business item 1

No additional discussion took place.

VIII. Board & Committee Member Engagement

No additional discussion took place.

IX. Upcoming Board & Committee Meetings

1. Workforce Development Board Meeting – April 26, 2018 at 8:00 am
2. Operations Committee Meeting – May 14, 2018 at 9:00 am

X. Adjournment

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

The meeting was adjourned at 9:55 a.m.