



Lake County Workforce Development Board
Meeting Minutes

Thursday, April 26, 2018 at 8:00 AM

College of Lake County, 19351 W. Washington Street, Grayslake, IL Room A013

Attachments are available upon request: MFreeman@LakeCountyIL.gov

Present: Chairwoman Jennifer Harris, Kurt Beier, Kevin Considine, Laura Crivlare, Tim Dempsey, Tony Figueroa, Chris Hammerlund, Dennis Kessler, Ali O’Brien, Eugene Roberson, Carlotta Roman, Arlene Santos-George, Jennifer Serino

Absent: Jack Borre, Greg Burns, Sam Cade, Emily Garrity, Sandy Hart (absence due to conflict with Lake County Board appointed duties), Susan Huwe, Scott Jones, Noelle Kischer, Kristi Long, Lacie Mayer, Edward Melton, Pete Olson, Patrick Statter, Karen Stoneman, Andrew Warrington, Roycealee Wood

I. Call to Order Jennifer Harris, Board Chair
Chairwoman Harris called the meeting to order at 8:06 AM. A quorum was present.

II. Approval of Minutes – February 22, 2018 [Attachment A](#)

Action: A motion was made by Member Considine, seconded by Member Santos-George, that the minutes be approved. The motion carried unanimously.

III. Public Comment
There was no public comment.

IV. Chairwoman’s Report Jennifer Harris
1. Recognition of Service: Tim Dempsey, National Association of Workforce Boards
Chairwoman Harris recognized Member Dempsey’s achievements while serving on the National Association of Workforce Boards for a span of ten years. Member Dempsey’s term ended March, 2018.

2. Employer Connections Task Force
Chairwoman Harris announced that the Executive Committee convened an Employer Connections Task Force to heighten business engagement efforts, strengthen the Ecosystem, and provide strategic direction for employer connection initiatives. The Task Force met on April 17, 2018 to discuss the business engagement plan for 2018. It reviewed business services in the workforce system offered by various entities in Lake County.

V. Old Business
There was no old business to conduct.

VI. Presentation Sean Hogan
1. Environmental Scan Findings, College of Lake County [Handout](#)

- Sean Hogan; Executive Director; Institutional Effectiveness, Planning and Research

Sean Hogan, Executive Director of the Institutional Effectiveness, Planning and Research department at the College of Lake County (CLC) presented preliminary findings of CLC’s Environmental Scan which details occupations and skills required for the workforce in Lake County. Findings were based on a survey of local employers and federal Bureau of Labor Statistics data sets. Board members commented on the findings and shared their lived experiences with Sean to enrich the development of CLC’s long-range strategic plan.

This item was presented at the end of the meeting.

VII. New Business

1. Report of Lake County Workforce Development Board Strategic Plan activity from Operations Committee

- PowerPoint Presentation [Handout](#)
- Strategic Plan Dashboard [Handout](#)
- Illinois Community College Board Strategic Plan [Handout](#)

Representatives from the One-Stop Operator partner consortium presented activity completed to date by the One-Stop Operator as outlined in the LCWDB Strategic Plan. Presenters included Jennifer Serino, Director of Lake County Workforce Development Department; Arlene Santos-George, Dean of Adult Education and ESL Division at the College of Lake County; and Eva Locke, the Supervisor of the Job Center of Lake County. The presentation highlighted partner integration as well as job-seeker success stories.

This item was presented.

2. **Action Item** [Attachment B](#)

Approve the advancement of Employee Connections, Waukegan High School, Youth Conservation Corps, and YouthBuild Lake County in the negotiation process for RFP No: 17214, WIOA Youth Programs for Lake County.

Member Serino explained that the RFP included increased emphasis on business services and a priority of service for out-of-school youth. She noted that proposers will recruit youth from all areas of Lake County. Currently, Lake County Workforce Development Department is working with proposers to finalize program design to elements to ensure WIOA compliance. Program budgets will be negotiated once federal and state allocations are determined. Final budgets will be presented to the Executive Committee and the full Board in June, pending allocations.

Action: A motion was made by Member Figueroa, seconded by Member O’Brien, to approve the advancement of Employee Connections, Waukegan High School, Youth Conservation Corps, and YouthBuild Lake County in the negotiation process for RFP No: 17214, WIOA Youth Programs for Lake County. Member Dempsey abstained from voting. The motion carried.

3. **Action Item** [Attachment C](#)

Approve a Memorandum of Understanding between Lake County Workforce Development Board, Lake County, and the One-Stop Operator Consortium of the Job Center of Lake County in the amount of \$116,213.

Action: A motion was made by Member Dempsey, seconded by Member Hammerlund, to approve a Memorandum of Understanding between Lake County Workforce Development Board, Lake County, and the One-Stop Operator Consortium of the Job Center of Lake County in the amount of \$116,213. Members Serino, Santos-George, and O'Brien abstained from voting. The motion carried.

4. Lake County Workforce Development Board Impact Statement [Handout](#)
Mandi Freeman reviewed the Impact Statement developed for use at the NAWB conference by the Media Plan Task Force consisting of Jennifer Harris, Ali O'Brien, Jennifer Serino, and Carlotta Roman. The document was included in a workforce information packet that was shared with legislators in Washington DC.

VIII. Committee Reports Committee Chairs

1. Executive Committee

- Committee met April 4, 2018
- LCWDB Contracted Agreements Report
- Grant Expense Report: February 2018 [Attachment D](#)

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

2. Employer Connection Committee

- Committee met March 20, 2018
- Business Engagement Updates: February & April 2018 [Handout](#)
- The Workforce Brief: April 2018 [Handout](#)

On behalf of Member Stoneman, Member Serino provided a report detailing activity and information from the Employer Connections Committee.

3. Talent Pipeline Committee

- Committee met March 21, 2018
- Presentation: Bring Your 'A' Game
- Internship and Apprenticeship Statements [Handout](#)

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

4. Operations Committee

- Committee met March 12, 2018
- Inventory of Agencies Connected to Job Center of Lake County
- Job Center of Lake County Customer Satisfaction Report

No additional discussion took place.

IX. Updates & Information

1. National Association of Workforce Boards Tim Dempsey

- The Forum 2018: March 24 - 27, 2018; Washington, DC

Mandi Freeman and Members Serino, Dempsey, and Harris shared impressions from the NAWB convention. Chairwoman Harris noted various ideas and best practices gleaned from the Forum that the LCWDB will consider for itself, including: becoming a Sponsor of Registered Apprenticeship, becoming a 501(c)(3) not-for-profit, sponsoring workforce events in Lake County, and enhancing business engagement. A Task Force will be formed to discuss how to increase business relationships on a strategic level from a workforce perspective.

2. Illinois Workforce Innovation Board Andrew Warrington
 - Illinois Workforce Innovation Board Strategic Plan
 - www.illinoisworknet.com/downloadprint/iwib%20strategic%20plan%20-%20final.pdf
 - Illinois Unified State Plan
 - www.illinoisworknet.com/wioa/resources/documents/illinois%20unified%20state%20plan%20--%20final.pdf

No additional discussion took place.

3. Workforce Partners of Metropolitan Chicago Jennifer Serino
 - Regional Strategic Plan Update
 - Illinois Workforce Partnership Annual Report [Handout](#)

Member Serino noted that the Workforce Partners of Metro Chicago continues to work with TEC Services to complete regional strategic planning; they are responding to two Notice of Funding Opportunities released by the Illinois Department of Commerce and Economic Opportunity: Illinois Talent Pipeline Program and Statewide Workforce Innovation Program. Proposals are due May 1, 2018.

4. Lake County Partners Kevin Considine
 - Economic Development Update

Member Considine provided an update on economic activity occurring in Lake County. He provided information regarding The Big Event.

X. Next Regular Meeting – June 28, 2018

XI. Adjournment

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

The meeting was adjourned at 9:02 AM.