

**Lake County Workforce Investment Board**  
**Meeting Agenda**  
**Thursday, September 24, 2015 - 8:00 AM**  
**Waukegan City Hall, Council Chambers - 2<sup>nd</sup> Floor**  
**100 N. Martin Luther King, Jr. Drive, Waukegan, IL**

**I. Call to Order**

**II. Approval of minutes**

**III. Public Comment**

**IV. Chairman's Report**

**V. Presentations**

**VI. Old Business**

**VII. New Business**

1. Approval of By-Law Modifications
  - Staff earlier had forwarded the Executive Committee's proposed amendments to the By-Laws in June.
  - At the time, the determination was made not to have the WIB approve the proposed modifications at that time to provide additional time for receipt of any guidance from the State. No additional information has been received.
  - The proposed amendments are being presented for consideration and action.
    - Motion to approve the recommended By-Law modifications.

**VIII. Committee Reports**

2. One Stop Systems Committee
  - Received update on Disability Employment Incentive program participation.
  - Discussed potential modifications to ITA policy.
3. Marketing & Employer Linkages Committee
  - Discussed upcoming website modifications and development of new state policy regarding provider and training program certification process.
  - Upcoming sessions for individuals and businesses focusing on veterans were highlighted.
4. Youth Council
  - Heard update on Summer Youth Employment Program and start-up of new In-School and Out-of-School programs.

- Discussed RFP process for procurement of Youth Services programming for 2016.

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

5. NAWB Update
6. Lake County Partners Update
  - Information on the status of the Business Services Outreach contract will be provided.
7. Financial Update and Dashboard Report
  - A financial update, which is attached to the agenda, and the most recent Dashboard report will be reviewed.
  - The Dashboard will be forwarded electronically prior to the meeting.
8. Grant Monitoring Update
  - Workforce staff will provide an update on recent federal and state monitoring visits.
9. 2015 State of the Youth Report
  - A copy of the final State of the Youth Report is attached.
  - Staff will review the PowerPoint that will be presented at an upcoming County Board Health & Community Services Committee meeting..
  - Staff will also discuss scheduling a presentation in the near future of the State of the Youth Report for community and workforce partners.
10. 2015 Summer Youth Employment Program
  - Staff will provide an update on this year's Summer Youth Employment Program including the business work experience pilot project.
11. Update on RFP for 2016-2017 Youth Services Provider Contracts
  - Staff is working on developing an RFP for the next round of Youth Service Provider Contracts.
  - Staff will update the WIB on progress to date and upcoming activities.
12. Workforce Innovation and Opportunity Act (WIOA) Update.
  - Staff will provide an update on recent WIOA activities, including Initial Board Certification.
  - Work is underway for retaining a consultant to develop a new local plan.
  - Additional information regarding development of the required State and Regional Plans will be reviewed.
13. Policy Update
  - Staff work is underway to update Board Policies with respect to new WIOA requirements.

- Staff will review its recommended prioritization of policies to bring forward for review at upcoming Committee meetings.

14. Program Evaluation Recommendations

- As part of a new budget and policy review component, staff will be conducting program evaluations to be brought forward for Board consideration and inclusion during policy and budget development.
- The first programs that staff is recommending for evaluation are: On-the-Job Training, Incumbent Worker, and Work Experience.

15. Update on website modifications
  - A major overhaul of the County's website is being undertaken. Workforce staff is participating and will play a major role in planning and completing the update for the Job Center's website.
  - Staff will provide a brief overview of the project.
  
16. Hiring of Veterans' Workshops
  - As part of the "Those Who Serve" program being conducted by Waukegan ArtWise, staff will be holding two workshops focused on the hiring of veterans.
    - Resume Review Session – session to be held on September 30<sup>th</sup> at the Waukegan Public Library in advance of a Veterans only Hiring Fair at Great Lake Training Center.
    - Business – session at Waukegan Public Library on October 29<sup>th</sup> to focus on providing information for businesses about hiring of veterans.
  
17. Assignment to Board

**X. Next Regular Meeting – November 19, 2015**

**XI. Adjournment**

**Lake County Workforce Investment Board  
Meeting Minutes**

**Thursday, June 25, 2015 -- 8:00 AM**

**Lake County Federation of Teachers Hall; 248 Ambrogio Dr.; Gurnee, IL**

**Present:** Jack Borders, Kurt Beier, Jack Borre, Greg Burns, Timothy Dempsey, Tony Figueroa, Emily Garrity, Chris Hammerlund, Sue Huwe, Dennis Kessler, Noelle Kischer-Lepper, Edward Melton, Todd Mundorf, Audrey Nixon, Ali O'Brien, Bonnie Schirato, Jennifer Serino Stasch, Patrick Statter, Karen Stoneman, Andrew Warrington, Jerry Weber, Roycealee Wood

**Absent:** Sam Cade, Jennifer Harris, Halina Krajcer, Kristi Long, Maria Martinez-McKinley, Pete Olson, Carlotta Roman, Arlene Santos-George, Victoria Schofield, Michael Stevens, Ann Willits

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

**I. Call to Order**

Chair Mundorf called the meeting to order at 8:02am.

**II. Approval of minutes**

Upon a motion by Member Kischer-Lepper, which was seconded by Member Beier, the minutes were approved by a vote of the Board.

**III. Public Comment**

None.

**IV. Chairman's Report**

None.

**VIII. Presentations**

Gary Gibson presented a Certificate of Recognition for outgoing WIB Chairman Todd Mundorf. The Board and staff would like to formally thank him for his service and commitment.

**IX. Old Business**

None.

**X. New Business**

1. Approval of PY2015 Plan and Budget

Member Serino Stasch presented an overview of the PY2015 budget. The Board discussed how funding is divided across the three major funding streams and how

budget policy comes down from DCEO and the IWIB. Upon a motion by Member Melton, which was seconded by Member Dempsey, the budget was approved by a vote of the Board.

### **VIII. Committee Reports**

2. Marketing & Employer Linkages Committee  
Gary Gibson gave an overview of the Committee Reports.
3. Youth Council  
Gary Gibson gave an overview of the Committee Reports.
4. Executive Committee  
Gary Gibson gave an overview of the Committee Reports.

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

5. NAWB Update  
Member Dempsey shared that the NAWB Board recently held their summer meeting in San Diego.
6. Lake County Partners Update  
Kevin Considine presented an update from LCP. They have recently convened a meeting of municipal economic developers with a panel of site selectors. They are also continuing their efforts on the Leadership Lake County initiative, including some research on Millennials. DCEO Director Schultz participated in a recent LCP Board meeting and shared that the state will be focusing on its assets, including its workforce.
7. Renewal of Youth Contracts for 2015-2016  
Gary Gibson shared that the contract renewals are still being finalized and will come before a special session of the Youth Council in July.
8. 2015 State of the Youth Report  
Bethany Williams presented a draft of the Report. The Board discussed opportunities to improve the Report by adding some conclusions or next steps. There Board also asked that staff develop a distribution plan that includes electronic distribution. The Board also discussed how the Report identifies areas for improvement in services, especially in the area of promoting alternatives to 4-year degree programs including apprenticeships.
9. 2015 Summer Youth Employment Program  
Jennifer Everett shared that there are 12 youth working in private sector placements. Staff has also developed a partnership to place some of the summer youth applicants in jobs at 6 Flags.

10. Workforce Innovation and Opportunity Act (WIOA) Update.

Gary Gibson shared an updated on the WIOA transition including the notice that Lake County has been designated as a local workforce area under WIOA.

Staff will provide an update on recent WIOA activities.

11. Program Recertification

Bethany Williams shared a list of the programs that have been recertified since January 1, 2015.

12. By-Law Amendments

Gary Gibson reviewed the proposed amendments to the By-laws as suggested by the Executive Committee. The 30 day review period began on June 25, 2015.

13. Assignment to Board

Gary Gibson updated the Board on the Waukegan ArtWise program happening 9/11/2015 – 11/11/2015 on the theme "Those Who Serve". Chairman Mundorf suggested that the September meeting be moved to Waukegan so that members could go see the photo exhibit afterward. Member Kischer-Lepper offered the Waukegan City Hall as a venue and several members indicated their support.

14. Other Discussion Items – Special Meeting in July

**XI. Next Regular Meeting – September 24, 2015**

**XI. Adjournment**

Upon a motion by Member Weber, which was seconded by Member Beier, the meeting adjourned at 9:43 am.



Workforce Development Department  
 Grant Expenditure Report  
 July  
 2015

**Workforce Innovation and Opportunity Act Grant**  
**Youth - Adult - Dislocated Worker**  
**15-681001**

July 2015 - June 2017

Cost Category	Allocation	Certified Costs	Obligations*	Percentage
Administration	479,342	0	0	-
Youth	1,518,725	0	0	-
Adult	1,476,770	0	0	-
Dislocated Worker	1,318,594	0	0	-
	<u>4,793,431</u>	<u>-</u>	<u>-</u>	<u>-</u>

**Workforce Investment Act Grant**  
**Youth - Adult - Dislocated Worker**  
**14-681001**

July 2014 - June 2016

Cost Category	Allocation	Certified Costs	Obligations*	Percentage
Administration	429,377	207,754.18	0	48%
Youth	1,290,011	1,175,494.40	0	91%
Adult	1,287,887	1,059,087.39	0	82%
Dislocated Worker	1,254,309	1,024,976.43	0	82%
2% Transition	32,200	-	0	0%
	<u>4,293,784</u>	<u>3,467,312</u>	<u>-</u>	<u>81%</u>

**Workforce Investment Act Grant**

November 2013 - June  
2016

**Rapid Response Trade Case Management  
13-653001**

<u>Cost Category</u>	<u>Allocation</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
Case Management	221,630.00	104,113.78	0	47%
Support Services	6,902.55	6,902.55	0	100%
	<u>228,533</u>	<u>111,016</u>	<u>-</u>	<u>49%</u>

**Workforce Investment Act Grant**

November 2014 - June  
2016

**Rapid Response Trade Case Management  
14-653001**

<u>Cost Category</u>	<u>Allocation</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
Case Management	398,967.00	-	0	0%
Support Services	13,250.00	10,718.50	0	81%
	<u>412,217.00</u>	<u>10,718.50</u>	<u>-</u>	<u>3%</u>

**Trade Adjustment Assistance Act Grant**

October 2014 - September  
2015

**13-661001**

<u>Cost Category</u>	<u>Allocation</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
Payment Processing	114,571.00	114,571.00	0	100%
Training	914,686.74	791,129.29	0	86%
	<u>1,029,257.74</u>	<u>905,700.29</u>	<u>-</u>	<u>88%</u>

**Workforce Investment Act Grant**

**Dislocated Worker National Emergency**

July 2013 - December 2015

**Grant  
13-671001**

<u>Cost Category</u>	<u>Allocation</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
Training	562,108.00	489,801.88	0	87%
Other	27,065.00	3,564.50	0	13%
Administration	31,008.00	16,390.63	0	53%
	<u>620,181.00</u>	<u>509,757.01</u>	<u>-</u>	<u>82%</u>

**Workforce Investment Act  
Disability Employment Initiative Grant  
13-111001**

April 2014 - January 2017

<u>Cost Category</u>	<u>Allocation</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
Personnel	119,800.00	73,530.12	0	61%
Fringe Benefits	85,000.00	25,754.78	0	30%
Travel	2,800.00	250.28	0	9%
Equipment	1,500.00	760.27	0	51%
Administrative Flexible Spending	29,900.00	1,100.17	0	4%
	89,900.00	6,800.00	0	8%
	<u>328,900.00</u>	<u>108,195.62</u>	<u>-</u>	<u>33%</u>

**Workforce Investment Act Grant  
Accelerated Training for Illinois  
Manufacturing**

August 2013 - August 2015

<u>Cost Category</u>	<u>Allocation</u>	<u>Invoiced Expenditures</u>	<u>Obligations*</u>	<u>Percentage</u>
Travel	500.00	500.00	0	100%
Support Services	1,252.00	3,044.00	0	243%
Case			0	96%

Management	83,594.00	80,494.53		
Fiscal	6,000.00	6,000.00	0	100%
Training	341,618.00	336,596.43	0	99%
Other	3,554.00	3,127.47	0	88%
	<u>436,518.00</u>	<u>429,762.43</u>	<u>-</u>	<u>98%</u>

**Workforce Investment Act Grant  
Incentive Funds  
13-632001**

May 2015 - June 2016

<u>Cost Category</u>	<u>Allocation</u>	<u>Certified Costs</u>		<u>Percentage</u>
Local Incentive Funds	27,745.00	2,539.02		9%
	<u>27,745.00</u>	<u>2,539.02</u>		<u>9%</u>

**Workforce Investment Act Grant  
Dislocated Worker Rapid Response  
14-651001**

June 2015 - June 2016

<u>Cost Category</u>	<u>Allocation</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
Case Management	21,500.00	-	0	0%
Direct Training	179,575.00	7,000.00	0	4%
Overhead	9,575.00	-	0	0%
	<u>210,650.00</u>	<u>7,000.00</u>	<u>-</u>	<u>3%</u>

Certified costs and invoiced expenditures through July 31, 2015. Reported/invoiced August 20, 2015.

\*Obligations are reported on a quarterly basis

**Lake County Workforce Investment Board**  
**Policy Update Summary**  
**September 18, 2015**

<b>Policy #</b>	<b>Policy Number</b>	<b>Status</b>
1	Incumbent Worker Training (IWT) Policy	C
2	Separation Policy	A
3	Organization Chart of Title 1B Entity(ies) with Names and Titles	A
4	Individual Training Account (ITA) Policy	B
5	Supportive Services Policy for 1A, 1D, Youth and Trade Programs	A
6	Self-Sufficiency Policy	A
7	Local Training Provider Certification Policy	C
8	Needs Related Payment Policy	C
9	Procurement Policy	A
10	Stipends and Incentives Policy	A
11	Jobs for Veterans Policy	C
12	Monitoring Policy	C
13	Complaints Policy	C
14	Customer Code of Conduct and Disruptive Customer Policy	A
15	On-the-Job Training (OJT) Policy	C
16	Selective Service Compliance Policy	C
17	Wage Replacement Policy	A
18	Wage Replacement Policy	A
19	High Priority Occupations Policy	A
20	Trips & Training	A

A = First round of policy edits. Minor technical updates. (October Executive Meeting, November WIB Meeting)

B = Second round of policy edits. Some policy shift, but enough federal and state guidance has been given to move forward. (October Executive Meeting, November WIB Meeting)

C = Final round of policy edits. Potential for greater policy shift/need for more federal and/or state guidance.