

**Lake County Workforce Investment Board**  
**Meeting Minutes**  
**Thursday, March 24, 2016 -- 8:00 AM**  
**Lake County Federation of Teachers Hall; 248 Ambrogio Dr.; Gurnee, IL**

**Present:** Kurt Beier, Jack Borre, Sam Cade, Laura Crivlare, Timothy Dempsey, Emily Garrity, Sue Huwe, Dennis Kessler, Noelle Kischer-Lepper, Edward Melton, Audrey Nixon, Carlotta Roman, Arlene Santos-George, Bonnie Schirato, Jennifer Serino Stasch, Patrick Statter, Andrew Warrington, Roycealee Wood

**Absent:** Greg Burns, Tony Figueroa, Chris Hammerlund, James Harris, Jennifer Harris, Kristi Long, Todd Mundorf, Pete Olson, Michael Stevens, Karen Stoneman, Jerry Weber

**Staff:** Gary Gibson, Bethany Williams, Jennifer Everett, Chris Liske, Carol Givens, Dianne Luosa, Maria Ruiz, Demar Harris

**I. Call to Order**

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

**II. Approval of minutes**

Upon a motion by Member Dempsey, which was seconded by Member Nixon, the minutes were approved by a vote of the Board.

**III. Public Comment**

There was no public comment.

**IV. Chairman's Report**

Chair Schirato shared two themes from the NAWB Forum: 1) There is a larger need for strategic focus from the Boards; and 2) WIOA needs to be truly business led.

**V. Presentations**

Deanna Olmem from United Way of Lake County described an overhaul of the Find Help Lake County website, which is funded, in part by the Lake County Workforce Development Board. She also presented the new site and how users can find the resources that they are looking for.

**VI. Old Business**

**VII. New Business – Action Items**

1. Lake County Area Planning Council – Adult Education Plan  
Under WIOA, the Workforce Development is responsible for reviewing local adult education plans to make sure that they are in alignment. Member Santos George gave an overview of adult education in Lake County, the Lake County Area Planning Council, and how the Area Planning Council Plan aligns with the goals of WIOA and the strategic goals of the Workforce Development Board. Upon a motion by Member Statter, which was seconded by Member Nixon, the Board voted to support the Area Planning Council's Plan.
2. Board By-Law Amendments  
Gary Gibson shared that the Department of Commerce had two small suggestions for further modifications for the By-Laws. Member Kischer-Lepper made a motion to approve the By-Laws, which was seconded by Member Warrington, and approved by a vote of the Board.
3. Youth Eligibility Policy  
Bethany Williams presented the new Youth Eligibility Policy which sets local parameters for determining if a youth lives in a "high priority area" or "requires additional assistance." Upon a motion by Member

Melton, which was seconded by Member Borre, the Youth Eligibility Policy was approved by a vote of the Board.

4. **On-the-Job and Work Experience Training Policy Amendments**  
Bethany Williams shared amendments to the On-the-Job Training Policy and Work Experience Policy. The changes align the policies with WIOA. Specifically, the changes lift the cap on on-the-job training plan costs per person and increase the number of hours for work experience programs from 500 to 1,000 hours. Upon a motion by Member Beier, which was seconded by Member Kischer-Lepper, the On-the-Job Training Policy and Work Experience Policy were approved by a vote of the Board.
5. **Recommendation for 2016 – 2017 WIOA Youth Services Contracts**  
Bethany Williams reviewed the process for the selection for youth service providers and the list of providers that the review team has recommended. Member Garrity asked about performance of the proposed contractors in terms of employment retention. Member Serino suggested that we ask each contractor to give more qualitative information on employment and retention. Upon a motion by Member Warrington, which was seconded by Member Melton, the Board voted to authorize staff to enter into contract negotiations with the list of providers not to exceed the corresponding amounts listed in the agenda. Member Dempsey, Member Crivlare and Member Beier abstained from the vote.
6. **Budget modification to move Adult training funds to Work Based Training line items - Ratification of Executive Committee Action**  
Member Serino shared that new requirements dictate that work based learning costs must now be tracked separately within the training budgets. Member Beier made a motion to approve moving funds from the general training lines to a work based training line, which was seconded by Member Kischer-Lepper, and approved by a vote of the Board.

### **VIII. Committee Reports**

7. **Marketing & Employer Linkages Committee**  
Gary Gibson briefly reviewed the activities of the Committee.
8. **Youth Council**  
Gary Gibson briefly reviewed the activities of the Council.
9. **Executive Committee**  
Gary Gibson briefly reviewed the activities of the Committee.

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

10. **National Association of Workforce Boards (NAWB) Update**  
Member Dempsey gave an update on the NAWB Forum in Washington, DC, which included a presentation by futurist Vivek Wadhwa and over 1,400 attendees. When materials and videos from the conference are posted online, Gary Gibson will share the link.
11. **Illinois Workforce Innovation Board (IWIB) Update**  
Member Warrington gave an update on the Illinois Workforce Innovation Board, which he was recently appointed to. The meeting included the presentation of the State's WIOA plan.
12. **Review of Monthly Expenditure Report**  
A copy of the most recent monthly financial report was distributed.
13. **WIOA Local Four-Year Plan Discussion**  
Gary Gibson reviewed the diagram of WIOA goals, local goals and strategies. Ali O'Brien from College of Lake County's Board has recently taken action to align with these goals and fund the concept of the workforce ecosystem to align workforce programs with employers.

14. WIOA Regional Plan Discussion

Member Serino shared an updated on the regional planning process. A draft plan is anticipated in May, and will be published for official public comment in June.

15. Memorandum of Understanding Update

Gary Gibson shared that Member Serino and her staff have been meeting extensively to discuss program alignment. Member Melton will represent the Board on discussion on the financial elements of the MOU as it moves forward.

16. Summer Youth Employment Program (SYEP) 2016

Jennifer Everett gave an update on the Summer Youth Employment Program. Over 800 applications were received, and the program will serve 215 youth in about 40 worksites. The worksites include public, non-profit and private sector organizations.

17. Lake County Job Center Website

Bethany Williams gave a quick preview of the new website, which will launch on April 4, 2016.

18. New Strategic Plan

Gary Gibson shared that we will be hiring a consultant to develop a local plan.

19. Assignment to Board

- Committee Assignments
  - Gary Gibson will be sharing a survey to judge interest in Committee assignments.
- U.S. Department of Labor Customer-Centered Design Challenge
  - Bethany Williams outlined the U.S. Department of Labor's Human Centered Design Challenge.

20. Other Discussion Items

Chair Schirato asked the opinion of Board members on utilizing a consent agenda to streamline procedural activities during meetings. In general, Board members seemed open to the idea of a consent agenda for future meetings.

**X. Next Regular Meeting – June 23, 2016**

**XI. Adjournment**

Upon a motion by Member Dempsey, the meeting adjourned at 10:00am.