

Lake County Workforce Investment Board
Meeting Minutes
Thursday, February 23, 2017 -- 8:00 AM
Lake County Federation of Teachers Hall; 248 Ambrogio Dr.; Gurnee, IL

Present: Jennifer Harris, Kurt Beier, Greg Burns, Laura Crivlare, Chris Hammerland, Scott Jones, Karen Stoneman, Kristi Long, Jennifer Serino Stasch, Andrew Warrington, Jerry Weber, Tim Dempsey, Susan Huwe, Dennis Kessler, Patrick Statter, Suzanne Stidham, Noelle Kischer

Absent: Sam Cade, Michael Stevens, Emily Garrity, Todd Mundorf, Pete Olson, Arlene Santos-George, Jack Borre, Tony Figueroa, Edward Melton, Audrey Nixon, Carlotta Roman, Roycealee Wood

I Call to Order

Chairwoman Harris opened the meeting at 8:00 a.m.

II Approval of minutes

- Upon a motion by Member Scott Jones, seconded by Member Tim Dempsey, the November 2016 meeting minutes were approved unanimously.

III Public Comment

None

IV Chairman's Report

None

V Presentations

1) Youth Panel Discussion

- Jennifer Everett, Youth Program Manager, led the panel discussion. Young adults who are current participants in a WIOA funded youth program shared their experiences. The young adults spoke about how they were referred to the program and their favorite aspects of the program. They spoke about the internships and their host sites which included Northern Air Systems, North Chicago Fire Department, medical office, and Walgreens. The young adults finished their panel discussion with sharing their future employment and education goals.

Youth Panelists

Gardenia Martinez

Cynthia Enriquez

Jose Aguilar

Nicolette King Harris

Michael Pruitt

Alan Buenrostro

Jayavonna Hargrove

Organization & Program

First Institute Training & Mgmt.- Medical Office

Waukegan School District-Pharmacy Tech

Waukegan School District-Pharmacy Tech

Waukegan School District-Pharmacy Tech

Youth Conservation Corp.- HVAC

Youth Build Lake County- Construction

Youth Build Lake County- Construction

VI Old Business

None

VII New Business- Action Items

2) Workforce Development Board Strategic Plan

- Linda Kaiser and Greg Sutton, consultants from TEC Services Consulting presented the modified Strategic Plan. Linda Kaiser led the board through the modified Strategic Plan document and the process to develop the document. The concepts were developed through the effort of the Board and partners. The Executive Committee identified key priorities that needed to be addressed. During the November Board meeting subgroups worked to identify

concepts and priorities for each key priority. The consultants and the Executive Committee worked on developing four main goals and aligning those goals to Workforce Board Committees. Each committee has been given projects and goals. The Executive Committee will work on identifying and inviting additional committee members and also identify a committee chairperson.

- Upon a motion by Member Tim Dempsey, seconded by Vice Chairman Andrew Warrington, the Workforce Development Board Strategic Plan was approved unanimously.

3) Out-Of-School Funding to College of Lake County/Workforce Professional & Development Institute

- Member Serino reported that WIOA Youth requires 75% of WIOA youth programs funds be spent on out-of-school programs and activities and 20% of WIOA Youth funds be spent on work-based learning programs and activities. The grant sub-recipients left a total of \$87,125.64 unobligated funds that need to be obligated by June 30th, 2017. Member Serino introduced two proposed programs to serve out-of-school youth and focus on developing work based learning opportunities with employers.
- Member Serino introduced the Personal Success Program (PSP) at College of Lake County. PSP focuses on WIOA eligible youth ages 18-24 with a disability. PSP will enroll up to 30 unique youth enrolled in sequential semesters in multiple classes in occupational training program and work with Workforce Development to transition the young adults to work-based learning. Workforce Development will partner to recruit, training, and case manage the young adults. The program will run from February 2017 – June 2018 and with approval, \$20,000 in WIOA OSY funds will be obligated to this agreement for tuition, fees, books and related training expenses.
- Upon a motion by Member Kristi Long, seconded by Member Tim Dempsey, the WIOA Out-Of-School Funding to College of Lake County/Workforce Professional & Development Institute was approved. Member Jerry Weber abstained from voting.

4) Out-Of-School Funding to Lake County Partners

- Member Serino introduced the Pilot Program of a Youth Business Outreach Program with Lake County Partners (LCP). LCP will hire a consultant that will direct outreach to companies to identify potential work sites for internships and work-experiences and will connect the interested employers to Workforce Development. Workforce Development will develop the work-based learning opportunity with the employer and identify WIOA eligible out-of-school youth for the internships. There will be 25 work-based learning slots developed. The program will run for 6 months and with approval \$75,000 in WIOA OSY funds will be obligated towards consultant, overhead, and material.
- Members discussed the employer visit outcome of this project and asked for ongoing progress reports to be brought to the Board and Board Committee. Members discussed the need to have quality internships developed and clarification was made that it is Workforce Development's role to develop the internships and provide outcome reports on the internships. Members discussed the budget and cost of the contract; Member Serino assured the Board that a cost price analysis was completed for the reasonableness of the proposed budget and that Workforce Development reviewed all expenses invoiced prior to reimbursing.
- Upon a motion by Member Jerry Weber, seconded by Member Laura Crivlare, the WIOA Out-Of-School Funding to Lake County Partners was approved.

VII Committee Reports

5) Executive Committee

- Chairwoman Harris reported that the Executive Committee has met twice this past quarter.
- Chairwoman Harris noted that the Executive Committee is in discussions regarding the recently vacant Board Manager role and how to move forward with the role. Chairwoman Harris stated that The Executive Committee and Lake County have been looking at restructuring the Board Manager role. There will be on-going discussion to assure requirements under WIOA are met and waiting on additional guidance from the state on interpretation of reporting structures. Member Dempsey noted that he spoke with the ED at NAWB and received additional information and guidance he will be sharing. Members comments included questioning why a change is needed and make sure any change in the job is fair and equitable
- Chairwoman Harris noted that the Executive Committee reviewed and approved the strategic plan, reviewed and approved the recommended expenditures of the WIOA out-of-school funds.

VIII Updates & Information

- 6) National Association of Workforce Boards (NAWB) Update
 - Member Dempsey reported that the NAWB Forum will be in March in Washington D.C. Chairwoman Harris and Vice Chairman Warrington will be attending the conference and will give the Board an update.
 - Member Dempsey noted that he was asked and agreed to stay for one more year as a special appointee on the NAWB Board.

- 7) Illinois Workforce Innovation Board (IWIB)
 - Vice Chairman Warrington updated the Board on the fourth quarter (Winter) IWIB Meeting.
 - He reported that the IWIB had approved some modifications in the Minimum Training Expenditure Policy. The IWIB is still reviewing increasing the minimum training expenditure from 40% to 60% and this is scheduled to be addressed during the next two IWIB meetings.
 - Vice Chairman Warrington noted that the state received a grant that will focus on increasing apprenticeships and Workforce Boards are eligible to apply for funding.
 - He stated that ILWorknet has a new website. The next IWIB meeting is in March in Springfield, IL.

- 8) Workforce Partners of Metropolitan Chicago Update
 - Member Serino reported the region received a grant to update the board orientation manual and complete an industry sector project.
 - She noted that there is a bid out for a consultant to complete industry sector project and this tool will be used in the Job Center and by the Career Specialists to provide education and guidance to job seekers in identifying career pathways. These items will be complete by June 30th.

- 9) Lake County Partners Update
 - Chairwoman Harris note that Member Michael Stevens has taken another opportunity and his last day is in two weeks.
 - Kevin Considine was in attendance for Lake County Partners to guide the Board on the Economic Development Reports for January and February.

- 10) Monthly Grant Expenditure Report
 - Member Serino reported that all expenditures are on track and being reviewed internally.
 - She noted that the Dislocated Worker grant is trending high which tends to happen.
 - Member Serino stated that the Trade Act Grant was not executed until January and expenditures were obligated in February and would be reflected on the next expenditure report.
 - She also reported that the Disability Employment Initiative Grant has ended and will come off the expenditure report next month.
 - Member Serino noted that Incentive Funds have not been obligated yet and still need to be spent.

- 11) Lake County Summer Youth Employment Program
 - Jennifer Everett reported that that application process has started and will be collected through the end of the month. The program will look to serve 215 youth, who will be selected through a lottery for the Summer Employment Program. There will be a total of about 40 worksites and 24 communities represented. Additional worksites can still be added and any referral can be sent to Jennifer Everett.

IX Next Regular Meeting- April 27, 2017

X Adjournment

Upon a motion by Member Kurt Beier and, seconded by Member Chris Hammerlund, the meeting was adjourned at 9:15 a.m.