

Lake County Workforce Development Board
Meeting Minutes
Thursday, June 22, 2017 — 8 :00 AM
Lake County Federation of Teachers Hall; 248 Ambrogio Dr.; Gurnee, IL

Present: Jennifer Serino, Noelle Kischer, Suzanne Stidham, Roycealee Wood, Jennifer Harris, Chris Hammerlund, Andrew Warrington, Laura Crivlare, Tim Dempsey, Emily Garrity, Karen Stoneman, Sam Cade, Susan Huwe, Tony Figueroa, Arlene Santos-George, Carlotta Roman, Patrick Statter, Kristi Long, Kurt Beier,

Absent: Dennis Kessler, Edward Melton, Greg Burns, Jack Borre, Pete Olson, Scott Jones, Todd Mundorf

I. Call to Order

Chairwoman Harris opened the meeting at 8:03 a.m.

II. Approval of minutes from April 27, 2017 meeting

Upon a motion by Vice-Chair Warrington, seconded by Member Cade, the April 2017 Minutes were approved.

III. Public Comment

None.

IV. Chairman's Report

Chairwoman Harris reported that after 6 weeks of interviews, Mandi Freeman, was hired as the Workforce Board Coordinator and started on June 1st. Chairwoman Harris stated that there are 5 opening on the LCWDB and if anyone currently on the board has anyone they would like to nominate let Chairwoman Harris or Member Serino know. Chairwoman Harris reported that as a member of the Mental Health Coalition, there has been a lot of work being done around data and information sharing and Workforce Development will be making a presentation to the Coalition in the future.

V. Old Business

None.

VI. New Business

Action Items

1. Election of Officers for PY2017
 - Member Dempsey put a motion on the floor for the approval of the slate officers presented by the Nominating Committee. The slate as recommended includes Jennifer Harris, Chair and Andrew Warrington, Vice-Chair. Member Serino asked for additional nominations from the floor to consider. There were no nominations from the floor.
 - Upon a motion by Member Statter, seconded by Member Figueroa, the slate of officers presented was approved.
2. Approve a twelve-month extension of the professional services agreement with Lake County Partners for the Business Retention & Outreach Program – Based on the Recommendation from the Employer Connection Committee and Executive Committee
 - Chairwoman Harris reported that there is no matrix or dollar amount assigned to the proposal. There are a couple reasons for this including the budget allocations weren't approved at the time the proposal was drafted. There was a follow-up meeting with the Chairwoman Harris, Member Serino, Kevin Considine, Lake County Partner's CEO, and Barry Burton, Lake County Administrator, to discuss a new scope of work, performance and metrics, shared branding/marketing, LCP Plan to fill the vacant Business Outreach position, and how budget negotiations will proceed. Lake County Partners has agreed to create a dashboard on the business outreach activities. The dashboard will be presented to the Executive Committee and it will then be added as an amendment to the proposal. Chairwoman Harris reported that there was a discussion about a Workforce Development seat on the

Lake County Partners' Board. This proposal will go to the next Lake County Partners Executive Committee meeting in July and a decision will be made by the end of July on this proposal. Chairwoman Harris spoke to the importance of having someone on the Lake County Partners Board that could speak to the work being done by Workforce Development. Also discussed at the meeting with Kevin and Barry was some joint branding and marketing opportunities with Lake County Partners. Chairwoman Harris and the Board discussed how Lake County Partners is still working to fill the Business Outreach position and rework that position as well.

- Upon a motion by Vice-Chair Warrington, seconded Member Garrity, the twelve-month extension of the professional services agreement with Lake County Partners for the Business Retention & Outreach Program – Based on the Recommendation from the Employer Connection Committee and Executive Committee and deferring the budget and matrices approval to the Executive Committee was approved. Member Statter abstained from voting.
3. Approve a twelve-month renewal for the – a twelve-month renewal for all WIOA Youth Services Contracts based on the availability of WIOA Youth funds - Based on the Recommendation from the Talent Pipeline Committee and Executive Committee
 - Upon motion by Member Dempsey, seconded by Member Garrity, a twelve-month renewal for all WIOA Youth Services Contracts based on the availability of WIOA Youth funds was approved.
 - Member Serino reported that as noted on the attachment, the action is to approve renewing all current youth funded programs with the same program designs. Programs have been successful in delivering to the program design. Now that the funding notice was received it is anticipated that budgets will be approved at the same budget with exceptions being an analysis that shows a program can be delivered for a reduced budget. Meetings are taking place with each sub-recipient to negotiate final budgets and performance goals. The budgets will be brought back to the Executive Committee in July for approval and the Lake County Board in August. Work is being done with the programs to ensure there is no disruption in the normal delivery of services – many programs start after the summer months.
 - Upon a motion by Member Garrity, seconded by Member Hammerlund, a twelve-month renewal for all WIOA Youth Services Contracts based on the availability of WIOA Youth funds - Based on the Recommendation from the Talent Pipeline Committee and Executive Committee was approved. Members Beier and Dempsey abstained from voting.
 4. Approve the Lake County Workforce Development Partner Consortium to serve as the One-Stop Operator of the Job Center of Lake County – Based on Recommendation from Thomas P. Miller & Associates and Executive Committee
 - Chairwoman Harris reported under WIOA the One-Stop Operator must be competitively procured. The current One-Stop Operator is a partner consortium between Workforce Development, College of Lake County, and Illinois Department of Employment Security (IDES) and was designated by the Workforce Development Board. To avoid conflict of interest, County purchasing worked with a 3rd party, Thomas P. Miller, to write the RFP and manage the procurement process. Thomas P. Miller wrote the RFP and worked with purchasing to release the RFP. One response was received at it was the partner consortium that has been serving as the One-Stop Operator – the Workforce Partner Consortium proposal was submitted by Workforce Development in partnership with College of Lake County and Illinois Department of Employment Security. Thomas P. Miller evaluated the proposal using a rubric and has determined the response has met all the requirements of the one-stop operator and terms of the RFP and is recommending to Lake County that they move forward with the one bid received.
 - Upon a motion by Member Dempsey, seconded by Member Santos-George, Lake County Workforce Development Partner Consortium to serve as the One-Stop Operator of the Job Center of Lake County – Based on Recommendation from Thomas P. Miller & Associates and Executive Committee was approved.
 5. Approve the Job Center of Lake County Memorandum of Understanding and Cost Sharing Agreement – Based on the Recommendation from the Operations Committee and Executive Committee
 - Chairwoman Harris reported that the attachment provides the background and summary of the MOU. This is the agreement among all required partners in the Job Center and One-Stop system

to work together to deliver career services to the individual customer and business services to the employer customer. As part of the MOU is a cost sharing agreement that records the cost associated with both the infrastructure – Job Center space and system costs – all partners are required to document how they contribute their fair share to the cost of the system. An FTE methodology is utilized to allocate these costs to partners based on the how much of a full-time staff person is spending on career services - .25 is the minimum. The MOU has been reviewed by all partners and each partner is working the MOU through their agency for signature. This is on the agenda for the County board approval in July.

- Upon a motion by Member Garrity, seconded by Member Dempsey, the Job Center of Lake County Memorandum of Understanding and Cost Sharing Agreement – Based on the Recommendation from the Operations Committee and Executive Committee was approved.
6. Approve the Certification of the Job Center of Lake County – Based on the Recommendation of the Certification Team
- Chairwoman Harris reported that this is a new process under WIOA and is required to certify the one-stop as a comprehensive one-stop. As you are aware, each local area must have at least one comprehensive one-stop. The certification team was Kurt Beier, Sam Cade and Mandi Freeman. The team met this week with the Job Center Supervisor to review the application and tour the Job Center. Member Beier reported he was very impressed by all the work that is done at the One-Stop. Member Cade agreed he was very impressed with the digital and security upgrades that have been done. He was also very impressed by all the Job Center staff that is always willing to go above and beyond. Member Serino reported that new cubicles are being installed including the addition of two new private cubicles. Mandi Freeman reported that a few best practices include a comprehensive service matrix be provided to all partners and it takes out from the MOU the responsibilities of the required partners and it provides it in accessible language. The matrix will encourage integration and communication among the partners. As well as Salesforce to track business outreach and services among partners. The certification will be sent to DCEO and the certification must be renewed every 3 years and this is new under WIOA. Finding all other criteria obtained the local certification team recommends to the full board the provisional certification pending the successful completion of the MOU.
 - Member Serino reported that the hours of the Job Center are 8:30 a.m. – 5:00 p.m. Monday through Friday. There has been in the past consideration to extend the hours but it is cost prohibited
 - Upon a motion by Member Statter, seconded by Member Beier, the Certification of the Job Center of Lake County – Based on the Recommendation of the Certification Team was approved.
7. Approve the Workforce Innovation and Opportunity Act Grant Budget & Plan
- Chairwoman Harris reported that DOL released state allocations two weeks ago and DCEO released local area funding notices a week and half ago. Member Serino reported that Lake County has received an increase across all funding streams. The WIOA PY 2017 Grant Fund Allocation preliminary budget was discussed. Adult received a \$298,947 increase, Youth received a \$306,652 increase, and Dislocated Worker received a \$60,867 increase. Member Serino reviewed the budget document and noted the variances between the current year’s expenditures and the proposed budget. Member Serino reported that they are still dealing with first quarter sequestration and currently only have 12% of the Adult funds for the first quarter and 15.8% of the Dislocated Worker funds for the first quarter. Historically to meet limited spending budget for the first quarter what is done is utilize the Carryover Funds to carry the personnel and operations. The attachment reflects the grant plan that was submitted to DCEO for PY17 proposed budget. The Executive Committee will be presented the line items for approval. Based on our budgets we do meet the grant requirements for 10% for administration costs. The budget includes 82% of grant funds towards Out-Of-School. The budget included 28-31% of grant funds towards work experience. The budget for training is 40% on Dislocated Workers and 45% on Adult. The budget includes across the board multiple training opportunities including internships, incumbent worker training, On-Job-Trainings, and Individual Training Accounts for Adults and Dislocated workers. The budget for the youth includes the full contract amount for both in ISY and OSY for the remedial training and working based training.

- Upon a motion by Member Stoneman, seconded by Member Dempsey, the Workforce Innovation and Opportunity Act Grant Budget & Plan was approved.

Workforce Board Member Engagement

Board member orientation sessions

- Mandi Freeman reported that this summer the board will be receiving new Workforce Board Member Orientation manuals. The Board manuals will help provide additional information regarding WIOA, regional and local plans, and policies. Board members will be invited to a one-hour orientation session that will be held throughout July and September. Mandi will be sending out an e-mail today of the four dates available so board members can sign up for an orientation session.

VII. Committee Reports

- Chairwoman Harris reported that chairs of the committees need to be nominated as soon as possible. Chairwoman Harris reviewed some of the work that was done each committee.
1. Executive Committee
 - The committee met June 7, 2017. The committee discussed and reviewed all action items. The committee reviewed grant expenditures to date and a preliminary WIOA Grant budget. The committee reviewed the results of the DCEO Joint Monitoring which had no findings regarding the financial and grants management; and minimal programmatic findings that were easily resolved. Member Serino reported that the corrective actions requested by DCEO have been made and accepted.
 2. Employer Connection Committee
 - The committee met May 23 & June 20, 2017. The committee is prioritizing the key industry sector(s) to focus on during the next year.
 - Chairwoman Harris reported that The Workforce Brief, June 2017 was attached to the Board's packet. Demar Harris explained that The Workforce Brief was developed to engage the board and the committees on a quarterly basis with key innovative initiatives/ideas that are occurring at Workforce Development. Eric Nordstrom reviewed The Workforce Brief.
 3. Talent Pipeline Committee
 - The committee met May 24 & June 22, 2017. The committee is prioritizing the key population segments to focus programs and funding decisions during the next year.
 4. Operations Committee
 - The committee met May 15 & June 12, 2017. The committee completed MOU discussions and has prioritized work around resource and program inventory and mapping.

VIII. Updates & Information

5. National Association of Workforce Boards (NAWB) Update
 - Member Dempsey reported that the next NAWB meeting is in July and it will be held in Arkansas.
6. Illinois Workforce Innovation Board (IWIB) Update
 - Vice-Chair Warrington reported that last week was the IWIB meeting in Manton, IL at Lakeland College. Vice-Chair Warrington reported that topics of the discussion included occupations that need additional students, programs that do not receive enough student registration, and the work that is being done around apprenticeships. IWIB has developed a strategic plan and there are 9 guiding principles. There is also an Apprenticeship Task Force and they have ten current projects that underway for youth and adults. The board member engaged in conversation on how to increase the interest of middle school and high school students in industries such as mechatronics, HVAC, and manufacturing.

7. Workforce Partners of Metropolitan Chicago Update
 - Member Serino reported that the industry sector materials will be completed and printed and available by July 1st. The industry sector materials will be available to the Job center, Career Specialists, and to the public. The material was created for the consumers to better understand occupation and the labor market as it pertains to Lake County.
8. Lake County Partners Economic Development Update
 - Chairwoman Harris reported that The Big Event is tomorrow morning.
9. Summer Youth Employment Program
 - Jennifer Everett gave an update regarding the Summer Youth Employment Program. Jennifer reported that staff has done a great job with the program. The staff saw up to 215 young adults and there are 40 worksites. The young adults started on Monday at their worksites.

IX. Next Regular Meeting – September 28, 2017

The Board held a moment of silence for Audrey Nixon's years of service.

X. Adjournment

Chairwoman Harris adjourned the meeting at 9:24 a.m.