

Lake County Workforce Development Board
Thursday, September 28, 2017—8:00 AM
Rosalind Franklin University; 3333 Green Bay Rd.; North Chicago, IL
The Centennial Room—RWCLC 2.068

Present: Kurt Beier, Tim Dempsey, Emily Garrity, Chris Hammerlund, Jennifer Harris, Sandy Hart, Susan Huwe, Scott Jones, Dennis Kessler, Noelle Kischer, Eugene Roberson, Jennifer Serino, Roycealee Wood

Absent: Jack Borre, Greg Burns, Sam Cade, Kevin Considine, Laura Crivlare, Tony Figueroa, Kristi Long, Edward Melton, Pete Olson, Carlotta Roman, Arlene Santos-George, Patrick Statter, Suzanne Stidham, Karen Stoneman, Andrew Warrington

I. Call to Order

Chairwoman Harris opened the meeting at 8:13 a.m.

II. Approval of minutes from June 22, 2017 meeting

Upon a motion by Member Kessler, seconded by Member Dempsey, the June 2017 Minutes were approved.

III. Public Comment

None.

IV. Chairwoman's Report

1. Illinois Workforce Partnership award winner – Jenine DeAcklen
 - Chairwoman Harris announced the winner of the Illinois Workforce Partnership Individual Achievement award, Jenine DeAcklen. Chairwoman Harris recognized Jenine's workforce achievements, congratulated her on securing full-time employment with the Lake County Treasurer's Office, and presented her a certificate and award on behalf of the Illinois Workforce Partnership.
2. Additional updates:
 - Chairwoman Harris announced three new LCWDB appointments, including: Kevin Considine, President and CEO at Lake County Partners; Sandy Hart, Lake County Board Member, District 13; and Eugene Roberson, Pastor at First Corinthian Missionary Baptist Church.
 - Chairwoman Harris announced appointed LCWDB committee chairs, including: Karen Stoneman, Employer Connections Committee; Chris Hammerlund, Talent Pipeline Committee; and Laura Crivlare, Operations Committee.
 - Chairwoman Harris discussed the Apprenticeship Accelerator Meeting hosted by the National Association of Workforce Boards (NAWB) and Jobs for the Future (JFF) held on September 19th in Chicago, noting that the meeting convened workforce boards and key stakeholders to discuss partnership and collaboration models that will increase apprenticeship engagement and identify how workforce development can incorporate registered apprenticeship into their overall training strategy.

V. Old Business

None.

VI. New Business

1. Approve the Lake County Workforce Development Board By-Laws
 - Board Coordinator, Mandi Freeman explained that amendments to the by-laws included the incorporation of the previously revised Board title from "Lake County Workforce Investment Board" to "Lake County Workforce Development Board," the incorporation of the Board's mission statement, the alteration of Board staff title from "Board Manager" to "Board staff" in light of recent organizational restructuring, and the modification of roles and responsibilities of the three standing committees to align with the Board's Strategic Plan.
 - Upon a motion by Member Beier, seconded by Member Garrity, the Lake County Workforce Development Board By-Laws—based on the recommendation from the Executive Committee—were approved.

2. Approve the Workforce Development Board Regional and Local Plan Modifications
 - Member Serino explained that the Illinois WIOA Interagency Work Group reviewed the Regional Plan for the Northeast Economic Development Region 4 and the Workforce Development Board’s Local Plan in accordance with Federal and State requirements under WIOA. The Interagency Work Group determined that the Regional Plan and Local Plan were not approved and required revisions in specific areas. Member Serino explained that the Regional Plan modifications included: additional analysis of labor market trends for individuals with barriers, more specifics on sector-based partnerships, and regional partnership coordination. Member Serino explained that Local Plan modification included: more specifics required on career services of required partners, functions of the One-Stop Operator, describing the programs and access to services for individuals with disabilities and remote customers. Member Serino confirmed that the revisions were submitted punctually to DCEO on July 31, 2017.
 - Upon a motion by Member Jones, seconded by Member Kessler, the Workforce Development Board Regional and Local Plan Modifications—based on the recommendation from the Executive Committee—were approved.

3. Approve the Lake County Workforce Development Board Policies based on the recommendations from the Committees
 - Member Serino explained that WIOA requires that Local Workforce Innovation Boards provide oversight applicable to their Local Workforce Innovation Area through setting policies that guide the implementation and delivery of workforce development services and programs utilizing WIOA Title I Adult, Dislocated Worker, and Youth funds. To this end, each Board committee is responsible for setting and reviewing policies associated with the work of the committee. Member Serino noted that modifications included: the elimination of procedural statements; the replacement of language and requirements reflected in the WIA with those reflected in the WIOA; and format restructuring to include purpose, reference, terminology, and policy sections.
 - Upon a motion by Member Hammerlund, seconded by Member Kessler, the Lake County Workforce Development Board Policies—based on recommendations from the Operations Committee, the Talent Pipeline Committee, and the Employer Connection Committee—were approved.

4. Endorse the Adult Education Area Planning Council FY 18 Plan based on the recommendation from the Operations Committee
 - Member Serino provided information on behalf of Member Arlene Santos who was not in attendance. Member Serino explained that the Lake County Area Planning Council (APC #532) includes the adult education providers: College of Lake County, Township High School District 113 (Highland Park High School), and Mundelein Consolidated High School District 120. Member Serino verified that the APC plan for adult education activities aligns with local workforce development activities as outlined in the Board’s Local Plan.
 - Upon a motion by Member Wood, seconded by Member Dempsey, the Lake County Workforce Development Board endorsed the Adult Education Area Planning Council FY 18 Plan—based on recommendations from the Operations Committee.

VII. Presentation (Moved to the end of the agenda)

Dr. Bruce Neimeyer, Vice President of Strategic Enrollment Management of Rosalind Franklin University of Medicine and Science, gave a presentation on Healthcare Career Pathways. The presentation included work currently being done by the Health Professions Education Consortium (HPEC) regarding efforts to improve the readiness of high school students in Lake County with an interest of entering a healthcare profession.

VIII. Committee Reports

Chairwoman Harris and Members Serino and Hammerlund provided updates on each standing committee.

1. Executive Committee

- The committee met July 19, 2017, and September 6, 2017. The committee reviewed all action items. The committee approved the WIOA Grant Budget & Plans, the Lake County Workforce Development Board By-Laws, the Lake County Workforce Development Board Regional and Local Plan Modifications, and the Lake County Partner’s budget. The committee also discussed LCP performance metrics.

- The committee is creating a media plan task force per the Board’s Strategic Plan.
2. Employer Connection Committee
 - The committee met September 19, 2017. The committee reviewed and approved policies. The committee discussed details around convening an industry sector summit in manufacturing.
 - Member Serino reported that The Workforce Brief, September 2017, was provided as a handout in the Board’s packet. The Workforce Brief was developed to provide a quarterly update on key innovative initiatives occurring at Workforce Development.
 - The committee is creating a task force to research sector-based career pathways.
 3. Talent Pipeline Committee
 - The committee met September 20, 2017. The committee reviewed and approved policies.
 - The committee is creating task forces to explore apprentice models and internships in Lake County.
 - The committee is creating a task force to review the WIOA request for proposal (RFP).
 4. Operations Committee
 - The committee met September 11, 2017. The committee reviewed and approved policies.
 - The committee was given a presentation on the Adult Basic Ed Area Planning Council Plan.
 - Member Serino reported that the Success Newsletter Volume 7, Edition 1 was provided as a handout in the Board’s packet. The Success Newsletter highlights Workforce Development programs and achievements in Lake County.

VIII. Updates & Information

1. National Association of Workforce Boards (NAWB) Update
 - Member Dempsey reported that the last NAWB meeting was held in July where members spent two days planning NAWB’s strategic plan.
 - Member Dempsey reported that the next NAWB meeting is in October and will discuss the Continuing Resolution for the nation’s budget as it pertains to WIOA funding.
2. Illinois Workforce Innovation Board (IWIB) Update
 - Member Serino provided an update on behalf of Member Warrington who was unable to attend the last IWIB meeting. Member Serino served as his proxy. Member Serino reported that on September 21, 2017, the IWIB approved a modification to the Minimum Training Expenditure Policy which mandates an increase in the combined WIOA Title I Adult and Dislocated Worker direct training expenditures from forty percent (40%) to fifty percent (50%). There is no set implementation date. The next IWIB meeting will be held on December 14, 2017.
3. Workforce Partners of Metropolitan Chicago Update
 - Chairwoman Harris extended gratitude to the Workforce Partners of Metropolitan Chicago for securing the grant and working to complete the Board Orientation manual which was administered to all Board members who attended orientation sessions throughout the summer. Chairwoman Harris reported that the industry sector materials are completed, printed, and available for use at The Job Center of Lake County to both Career Specialist and to the public.
4. Lake County Partners Economic Development Update
 - Chairwoman Harris reported that Member Considine is not in attendance but will provide an update at the next Board meeting.

IX. Next Regular Meeting – November 16, 2017

The meeting will be held at the Lake County High Schools Technology Campus in Grayslake.

X. Adjournment

Upon a motion by Member Garrity, seconded by Member Jones, Chairwoman Harris adjourned the meeting at 9:04 a.m.