

Executive Committee
Lake County Workforce Development Board
Meeting Minutes
Thursday, January 11, 2018 - 8:15 a.m.
Job Center of Lake County, 1 N. Genesee Street, Waukegan, IL

Present: Chairwoman Jennifer Harris, Tim Dempsey, Tony Figueroa, Dennis Kessler, Ali O'Brien, Jennifer Serino

Absent: Laura Crivlare, Chris Hammerlund, Sandy Hart, Edward Melton, Karen Stoneman, Andrew Warrington

I. Call to Order

Chairwoman Harris called the meeting to order at 8:20 a.m.
A quorum was not present.

II. Approval of Minutes – November 8, 2017

[\(Attachment A\)](#)

Action: Action could not be taken since a quorum was not present.

III. Public Comment

None.

IV. Chairwoman's Report

Chairwoman Harris announced that "Standing Committee Updates" has been added to the Executive Committee agenda to provide a space for Committee Chairs to discuss their upcoming agendas, committee activity, or other relevant news to enhanced two-way communication among the Executive Committee and standing Committees.

Chairwoman Harris announced that each Committee will report their progress against the Strategic Plan to the full Board once a year on the following dates: Talent Pipeline: February Board meeting, Operations Committee: April Board meeting, Employer Connections: September Board meeting, Executive Committee: November Board meeting.

V. Old Business

None.

VI. New Business

1. Review Northeast Economic Development Region – Regional Plan Addendum #1 [\(Attachment B\)](#)
Member Serino reviewed the Regional Plan Addendum #1 with Committee. She explained that the Regional Plan was approved, but that the DCEO State WIOA Interagency Work Group requested more specifics on how the region will operationalize the Regional Plan. The Workforce Partners of Metropolitan Chicago will hire a consultant to develop a strategic plan to which core and required partners will provide feedback.
2. Review One-Stop Operator Procurement Monitoring [\(Attachment C\)](#)
Member Serino reviewed results from the One-Stop Operator Procurement Monitoring conducted by DCEO. Required action for Finding #2 and Area of Concern #1 are complete. Member Serino and Board staff Mandi Freeman will collaborate with the Lake County Purchasing Department and the State's Attorney to construct a response letter that addresses Finding #1. The reply letter must be submitted by January 16, 2018.
3. Review Equal Opportunity compliance review
 - Results of the review [\(Attachment D\)](#)
 - Written response [\(Attachment E\)](#)
Member Serino and Equal Opportunity Officer, Demar Harris, reviewed the results of and written responses to the Equal Opportunity compliance review. Demar Harris will conduct follow-up visits to the seven workforce training centers operating with Federal WIOA funds granted through the Lake County Workforce Development Board to ensure the completion of the corrective actions by June 1, 2018.

4. Review and approve Lake County Workforce Development Board Policy 7: Procurement (Attachment F) **Action:** Action could not be taken since a quorum was not present.

VII. National Association of Workforce Boards

1. The Forum 2018: March 24 - 27, 2018; Washington, DC
Chairwoman Harris, Vice-Chair Warrington, Member Dempsey, Member Serino, and Board Staff Mandi Freeman will attend The Forum on behalf of the Lake County Workforce Development Board. Member Serino and Board Staff Mandi Freeman are working to schedule meetings with local legislators. The Committee will identify workforce development discussion points at the February and March meetings in 2018.

VIII. Illinois Workforce Innovation Board

1. Integrated Business Services Working Group
 - Integrated Business Services Framework – Approved
Member Serino reported that the Illinois Workforce Innovation Board has approved the Integrated Business Services Framework. WIOA partners will work together on a regional level to integrate the business services being delivered among partners.

IX. Workforce Partners of Metro Chicago

1. Request for Proposal: Regional Strategic Plan
Member Serino notified Committee that the Workforce Partners of Metro Chicago have released an RFP for professional services and will contract a consultant to write a strategic plan that operationalizes goals identified in the Regional Plan.

X. Updates & Information

1. WIOA Compliance
 - Board Certification
 - Approved on December 15, 2017 for the period of October 2017-October 2019
Member Serino reported that Board Certifications were approved on December 15, 2017 for the period of October 2017-October 2019.
 - LWIA 1 Local Plan and NEEDR 4 Regional Plan
 - Approved on December 13, 2017 for the period of July 1, 2016-June 30, 2020
Member Serino reported that the LWIA 1 Local Plan and the NEEDR 4 Regional Plan were approved on December 13, 2017 for the period of July 1, 2016-June 30, 2020.
 - Job Center of Lake County MOU
 - Approved for the period of July 2017-June 2020
Member Serino reported that the LWIA 1 MOU was approved for the period of July 2017-June 2020.
2. Grant Expense Report – November, 2017 (Attachment G)
Member Serino reviewed the Grant Expense Report with Committee. She explained that reconciliations of the cost sharing agreement will occur in February, 2018, and May, 2018. She will request information from partner organizations later in the month.

XI. Standing Committee Updates

1. Operations Committee
Chairwoman Harris reported on behalf of Operations Committee Chairwoman Crivlare that actions are being taken to increase member engagement since a quorum has not been present for the preceding three Committee meetings. Board staff will contact Committee members whose attendance is chronically low to identify solutions to increase member engagement and attendance.
2. Employer Connections Committee

No additional discussion occurred.

3. Talent Pipeline Committee
No additional discussion occurred.

XII. Executive Committee Strategic Plan

1. Media Plan Task Force – February meeting date TBD
Membership on the Media Plan Task Force is open to all Board members. Board Staff Mandi Freeman will provide more information to the full Board and schedule the first meeting in February, 2018.

XII. Upcoming Board & Committee Meetings

1. Executive Committee Meeting – February 7, 2018 at 8:15 am
The Executive Committee will meet February 7, 2018 at 8:15 am.
2. Workforce Development Board Meeting – February 22, 2018 at 8:00 am
The Workforce Development Board Meeting will be held at United Way of Lake County in Park City, IL. Board staff Mandi Freeman will provide notice of the meeting location on February 1, 2018.

XIII. Adjournment

Chairwoman Harris requested a motion to adjourn. Member O'Brien motioned to adjourn; Member Kessler seconded the motion. The meeting adjourned at 9:30 a.m.