

**Lake County Workforce Development Board
Meeting Minutes**

Thursday, November 16, 2017—8:00 AM

**Lake County High Schools Technology Campus; 19525 W Washington St, Grayslake, IL
Room: Triple Classroom Direct**

Present: Kurt Beier, Greg Burns, Laura Crivlare, Tim Dempsey, Emily Garrity, Chris Hammerlund, Jennifer Harris, Scott Jones, Edward Melton, Ali O'Brien, Eugene Roberson, Arlene Santos-George, Jennifer Serino, Karen Stoneman, Andrew Warrington, Roycealee Wood

Absent: Jack Borre, Sam Cade, Kevin Considine, Tony Figueroa, Sandy Hart (absence due to conflict with Lake County Board appointed duties), Susan Huwe, Dennis Kessler, Noelle Kischer, Kristi Long, Lacie Mayer, Pete Olson, Carlotta Roman, Patrick Statter

I. Call to Order

Chairwoman Harris opened the meeting at 8:11 a.m. A quorum was established.

II. Approval of minutes from September 28, 2017, meeting

Action: Upon a motion by Member Jones, seconded by Member Beier, the minutes were approved.

III. Public Comment

None.

IV. Chairwoman's Report

Chairwoman Harris reviewed the press release of the Summer Employment Program.

V. Old Business

None.

VI. New Business

1. Approve the 2018 Lake County Workforce Development Board meeting schedule based on the recommendation from the Executive Committee
 - Board Staff, Mandi Freeman, reviewed the strategy behind the design of the meeting schedule, which included the sequence of business approval, two-way communication among the Executive Committee and other standing committees, and the alignment with business items that occur annually.
 - **Action:** Upon a motion by Member Crivlare, seconded by Member Wood, the 2018 Lake County Workforce Development Board meeting schedule were approved.
2. Approve revisions to the Job Center of Lake County Memorandum of Understanding based on the recommendation from the Executive Committee
 - Member Serino reported the required revisions were sent to DCEO. All partners completed and approved the required revisions prior to submitting to DCEO. Revisions included more emphasis on plans to operationalize the elements of the MOU and heightened collaboration among partners.
 - **Action:** Upon a motion by Member Melton, seconded by Member Garrity, the revisions to the Job Center of Lake County Memorandum of Understanding were approved.

VII. Presentation

1. Gina Schuyler, Assistant Principal for Student Services, Lake County High Schools Technology Campus

VIII. Committee Reports

1. Executive Committee

Chairwoman Harris reviewed committee activity from the month of October, noting the following points:

 - Committee met November 8, 2017

- Committee approved the HN Precision incumbent worker training budget \$68,600
- Committee reviewed the Grant Expense Report for September, 2017
- Committee reviewed the Board Strategic Planning Tool

2. Employer Connection Committee

Member Stoneman reviewed committee activity from the month of October, noting the following points:

- Committee met October 17, 2017
- Committee reviewed LCP's Business Retention & Outreach Program metrics
- Committee reviewed Workforce Development 1st Quarter Business Services outcomes
- Committee discussed industry sector summit in manufacturing
- Committee reviewed the Board Strategic Planning Tool

3. Talent Pipeline Committee

Member Hammerlund reviewed committee activity from the month of October, noting the following points:

- Internship Task Force met October 16, 2017
- Apprenticeship Task Force met October 18, 2017
- WIOA Youth RFP Task Force met November 6, 2017

4. Operations Committee

Member Crivlare reviewed committee activity from the month of October, noting the following points:

- Committee met October 16, 2017
- Committee reviewed the Job Center of Lake County 1st Quarter Activity Report
- Committee discussed the SNAP to Success Program Overview
- Committee received updates about the Job Center of Lake County MOU
- Committee tracked progress toward creating a Workforce Development Agency Inventory
- Committee reviewed the Board Strategic Planning Tool

IX. Updates & Information

1. National Association of Workforce Boards (NAWB) Update

- The Forum 2018: March 24 - 27, 2018; Washington, DC

2. Illinois Workforce Innovation Board (IWIB) Update

- Vice-Chairman Warrington and Member Serino reviewed the action items taken up at the last IWIB meeting noting that the IWIB approved an increase in minimum training amounts from 40 to 50 percent and the performance measures for employer satisfaction (e.g. retention percentages and penetration rates).

3. Workforce Partners of Metropolitan Chicago Update

- Member Serino reported that the Workforce Partners of Metropolitan Chicago are working to release a Professional Services RFP in order to hire a consultant to create a three-year strategic plan and action steps for the Northeast Economic Development Region 4 Regional Plan.

4. Lake County Partners Economic Development Update

None.

X. Next Regular Meeting – February 22, 2018

XI. Adjournment

Upon a motion by Vice-Chairman Warrington, seconded by Member Roberson, Chairwoman Harris adjourned the meeting at 9:10 a.m.

- All Board members and the public were invited to attend a tour of the Lake County High Schools Technology Campus lasting from 9:00 to 9:30 a.m.