

Operations Committee
Lake County Workforce Development Board
Meeting Minutes
Monday, January 8, 2018, 9:00 A.M.
Job Center of Lake County, 1 N. Genesee Street, Waukegan, IL

Present: Charwoman Laura Crivlare, Erica Dixon, Susan Huwe, Eva Locke, Jennifer Serino, Bob Shears
Absent: Sam Cade, Carlotta Roman, Arlene Santos-George, Suzanne Stidham, Patricia Wilkens, Tameka Wilson

I. Call to Order

Chairwoman Crivlare called the meeting to order at 9:02 a.m.
A quorum was not present.

II. Approval of Minutes

September 11, 2017 Minutes
October 16, 2017 Minutes
December 11, 2017 Minutes

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

III. Public Comment

None.

IV. Chairwoman's Report

None.

V. Old Business

None.

VI. New Business

1. ServicePoint presentation

Eric Foote and Yareli Salgado from the Community Development Division of Lake County provided a presentation on the ServicePoint Referral Network.

Information about ServicePoint will be administered to Committee members. A ServicePoint representative will meet with each partner to discuss the organization's ability to use the platform for inter-agency referrals.

2. Review inventory of agencies connected to the Job Center of Lake County

Board Staff Mandi Freeman reviewed the attachment with Committee. Members discussed how the inventory and Partner Matrix could be used by core and partner organizations. Board Staff will email the inventory and Partner Matrix to Committee members who will then update their information. The inventory and Matrix will be disseminated to Committee members at the next Operations Committee meeting in March 2018 for use in cross-training and Staff development.

3. Review the Job Center of Lake County 2nd Quarter Activity Report

Member Locke reviewed the Job Center of Lake County 2nd Quarter Activity Report with Committee. She provided Committee members with a glossary of terms to accompany the Activity Report. She reported that core partners will begin working together to report progress against the goals outlined in the MOU via a Progress Report that is to be delivered on a quarterly basis.

4. Northeast Economic Development Region – Regional Plan Addendum #1

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.

5. One-Stop Operator Procurement Monitoring – Update

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.

VII. Operations Committee Strategic Plan

1. WIOA Partners Plan

• One-Stop Operator

○ Lake County Workforce Development Success Newsletter – Vol. 7 Ed. 2

As the On-Site One-Stop Operator, Member Locke reviewed the Lake County Workforce Development Success Newsletter – Vol. 7 Ed. 2 highlighting the success stories of partner organizations. Partner organizations may continue to submit success stories to be featured in the newsletter which is released on a quarterly basis.

• Local Workforce Innovation Area 1 Regional and Local Plans – Update

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 – Update

Member Serino reported that the LWIA 1 MOU was approved for the period of July 2017-June 2020. 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.

• Job Center of Lake County Certification

No additional discussion took place.

2. Workforce Development Resource Mapping

• Map of workforce development resources

No additional discussion took place.

3. Workforce Development Agency Inventory

• Internal inventory of partner services

No additional discussion took place.

VIII. Board and Committee Member Engagement

1. Optional tour of the Job Center following committee meeting

A tour of Job Center of Lake County was offered. Chairwoman Crivlare requested that Committee members whose attendance is chronically low to be contacted to identify solutions to increase attendance.

IX. Upcoming Board & Committee Meetings

1. Workforce Development Board Meeting – February 22, 2018 at 8:00 a.m.

Board Staff Mandi Freeman will provide notice of the meeting location on February 1, 2018.

2. Operations Committee Meeting – March 12, 2018 at 9:00 a.m.

X. Adjournment

Chairwoman Crivlare requested a motion to adjourn. Member Serino motioned to adjourn; Member Locke seconded the motion. The meeting adjourned at 10:12 a.m.