

Executive Committee
Lake County Workforce Development Board
Meeting Minutes
Thursday, February 7, 2018 - 8:15 a.m.
Job Center of Lake County, 1 N. Genesee Street, Waukegan, IL

Present: Chairwoman Jennifer Harris, Tim Dempsey, Dennis Kessler, Ali O'Brien, Karen Stoneman, Andrew Warrington

Late Arrival: Laura Crivlare (8:39 a.m.), Edward Melton (8:21 a.m.), Sandy Hart (8:26 a.m.)

Absent: Tony Figueroa, Chris Hammerlund, Jennifer Serino

I. Call to Order

Chairwoman Harris called the meeting to order at 8:16 a.m.
A quorum was present after the arrival of Edward Melton at 8:21 a.m.

II. Approval of Minutes

November 8, 2017
January 11, 2018

[\(Attachment A\)](#)
[\(Attachment B\)](#)

Action: Upon a motion by Member Kessler, seconded by Member Melton, the November and January minutes were approved.

III. Public Comment

None.

IV. Chairwoman's Report

Chairwoman Harris announced that she and Member Serino will deliver a report on workforce development at the Lake County Board meeting on February 13, 2018.

Chairwoman Harris announced that a full report on all current contractors will be delivered at the next Executive meeting in March.

V. Old Business

1. Approve Lake County Workforce Development Board Policy 7: Procurement [\(Attachment C\)](#)
Board Staff Mandi Freeman explained that the One-Stop Operator Procurement Monitoring conducted by DCEO requires that the Board's written procurement policy outline a timetable to ensure the selection of a One-Stop Operator through a competitive process is conducted every four years. The Board has revised its written procurement policies and procedures to include the required elements.

Action: Upon a motion by Member O'Brien, seconded by Member Dempsey, the Lake County Workforce Development Board Policy 7: Procurement was approved.

VI. New Business

1. Rerelease One-Stop Operator Illinois Local Workforce Development Area 1 RFP [\(Attachment D\)](#)
 - Released: 1.26.18
 - Due: 2.15.18

Board Staff Mandi Freeman noted that the Board reissued the One-Stop Operator (OSO) Illinois Local Workforce Development Area 1 RFP on January 26, 2018 that included a funding level for performance of the stated OSO functions. This was the corrective action required by the One-Stop Operator Procurement Monitoring conducted by DCEO. The pre-proposal conference call was hosted on February 1, 2018. Proposals submissions are due February 15, 2018. The Board is constructing a Review Team that will review and score proposals by February 22, 2018 and conduct finalist interviews on February 27, 2018. The Executive Committee will review the Review Team's recommendations on April 4, 2018.

2. WIOA Youth Programs for Lake County RFP [\(Attachment E\)](#)
Board staff Mandi Freeman noted that five entities submitted proposals to the WIOA Youth Programs for Lake County RFP, including: Dynamic Workforce Solutions, Employee Connections, Waukegan High School, Youth Conservation Corp, and YouthBuild Lake County. The Review Team will conduct finalist interviews on February 13, 2018 and will review and score proposals by February 19, 2018. The Talent Pipeline Committee and the Executive Committee will evaluate the Review Team's recommendations on March 21, 2018 and April 4, 2018, respectfully.
3. Review NAWB Legislative Priorities [\(Attachment F\)](#)
Chairwoman Harris reviewed the top four legislative priorities recommended by NAWB to be discussed with legislators at NAWB Annual Forum. Mandi Freeman will create a one-page impact statement.

VII. National Association of Workforce Boards

1. The Forum 2018: March 24 - 27, 2018; Washington, DC
Member Dempsey noted that his term will be ending soon, and that Chairwoman Harris has applied to serve on the NAWB as his replacement.

VIII. Illinois Workforce Innovation Board

1. Integrated Business Services Working Group
No update.
2. Minimum Training Expenditure Policy
Vice-Chair Warrington explained that the hold harmless component of the policy and the determination of what costs are included in training is still under review. He also noted that he serves on the Review and Accountability Committee which seeks to understand the impact of IWIB initiatives. The final version of the IWIB strategic plan will be complete in March.

IX. Workforce Partners of Metro Chicago

1. Regional Strategic Plan facilitated by TEC Services
Board Staff Mandi Freeman notified Committee that the Workforce Partners of Metro Chicago has hired a consultant to write a strategic plan that operationalizes goals identified in the Regional Plan. She and Member Serino met with TEC Services and the other Northeast Economic Development Regions in January to discuss high-level priorities that will be included in the strategic plan. The next meeting is on February 7, 2018.

X. Updates & Information

1. Grant Expense Report – December, 2017 [\(Attachment G\)](#)
Angela Cooper reviewed the Grant Expense Report with Committee. She noted that grant expenditures are compliant with WIOA requirements and that Workforce Development staff have identified a strategy to expend remaining dislocated worker funds for the PY'16 Grant.

XI. Standing Committee Updates

1. Operations Committee
Member Crivlare noted that actions are being taken to increase member attendance including scheduling the Operations Committee meeting before One-Stop Operator meetings. The Committee discussed revising the Board's By-Laws to include proxies and to extend voting privileges to Board members via technology.
2. Employer Connections Committee
Member Stoneman provided a summary of activity and discussion that took place in January, including a review of Lake County Partners performance metrics.
3. Talent Pipeline Committee
Chairwoman Harris reminded Committee that the Talent Pipeline Committee will report their progress against the Strategic Plan to the full Board at the next Board meeting in February.

XII. Executive Committee Strategic Plan

1. Media Plan Task Force – February 9, 2018 at 10:00 am
Chairwoman Harris announced that she and Members Serino, Roman, and O'Brien, and Board Staff Mandi Freeman, will meet February 9, 2018 to begin work around the Board's communication strategy.

XII. Upcoming Board & Committee Meetings

1. Workforce Development Board Meeting – February 22, 2018 at 8:00 a.m.
The Workforce Development Board meeting will be held at United Way of Lake County in Park City, IL.
2. Executive Committee Meeting – March 7, 2018 at 8:15 a.m.
The Executive Committee will meet March 7, 2018 at 8:15 a.m. at the Job Center of Lake County.

XIII. Adjournment

Chairwoman Harris requested a motion to adjourn. Member Dempsey motioned to adjourn; Member Stoneman seconded the motion. The meeting adjourned at 9:36 a.m.