

**Lake County Workforce Development Board  
Executive Committee  
Meeting Minutes  
Wednesday, April 4, 2018 at 8:15 a.m.  
Job Center of Lake County, 1 N. Genesee Street, Waukegan, IL**

*Attachments are available upon request: [MFreeman@LakeCountyIL.gov](mailto:MFreeman@LakeCountyIL.gov)*

**Present:** Chairwoman Jennifer Harris, Tim Dempsey, Tony Figueroa, Chris Hammerlund, Sandy Hart, Dennis Kessler, Edward Melton, Jennifer Serino, Karen Stoneman

**Absent:** Laura Crivlare, Ali O'Brien, Andrew Warrington

**I. Call to Order**

*Chairwoman Harris called the meeting to order at 8:03 a.m. A quorum was present.*

**II. Approval of Minutes — February 7, 2018**

[Attachment A](#)

**Action: A motion was made by Member Dempsey, seconded by Member Melton, that the minutes be approved. The motion carried unanimously.**

**III. Public Comment**

*There was no public comment.*

**IV. Chairwoman's Report**

*Chairwoman Harris announced that she will join the Lake County Partners Board of Directors as an ex-officio member. She has also applied for a year's special appointment on the National Association of Workforce Boards.*

**V. Old Business**

*There was no old business to conduct.*

**VI. New Business**

**1. Action Item:**

[Attachment B](#)

Recommend to the Lake County Workforce Development Board the advancement of Employee Connections, Waukegan High School, Youth Conservation Corps, and YouthBuild Lake County in the negotiation process for RFP No: 17214, WIOA Youth Programs for Lake County.

*Member Serino provided Committee with an overview of the intent of the RFP and noted elements in the RFP that were different from previous RFPs for WIOA Youth Programs for Lake County. The RFP included increased emphasis on business services and a priority of service for out-of-school youth. She noted that proposers will recruit youth from all areas of Lake County. Currently, Lake County Workforce Development Department is working with proposers to finalize program design to elements to ensure WIOA compliance.*

*Program budgets will be negotiated once federal and state allocations are determined. Final budgets will be presented to the Executive Committee and the full Board in June, pending allocations.*

**Action: A motion was made by Member Hart, seconded by Member Stoneman, to recommend to Lake County Workforce Development Board the advancement of Employee Connections, Waukegan High School, Youth Conservation Corps, and YouthBuild Lake County in the negotiation process for RFP No: 17214, WIOA Youth Programs for Lake County. Member Dempsey abstained from voting. The motion carried.**

**2. Action Item:**

[Attachment C](#)

Approve a Memorandum of Understanding between Lake County Workforce Development Board, Lake County and the One-Stop Operator Consortium of the Job Center of Lake County in the amount of \$116,213.

**Action: A motion was made by Member Figueroa, seconded by Member Dempsey, that the Memorandum of Understanding between Lake County Workforce Development Board, Lake County and the One-Stop Operator Consortium of the Job Center of Lake County in the amount of \$116,213 be approved. Member Serino abstained from voting. The motion carried.**

**3. Action Item:**

[Attachment](#)

[D](#)

Accept Illinois Department of Commerce and Economic Opportunity (DCEO) grant modifications in the amount of \$215,301.33.

*Member Serino reviewed Attachment D with Committee. She explained that the DCEO awarded the Lake County Workforce Development Department additional funds totaling \$215,301.33 under the Trade Adjustment Assistance (TAA) program.*

**Action: A motion was made by Member Melton, seconded by Member Hammerlund, that the Illinois Department of Commerce and Economic Opportunity (DCEO) grant modifications in the amount of \$215,301.33 be accepted. The motion carried unanimously.**

**4. Review: LCWDB Contracted Agreements Report**

[Attachment E](#)

*Member Serino reviewed Attachment E with Committee, which outlines the various entities with which the Board holds contracts. The report will be delivered to Committee on an annual basis. Committee members discussed business outreach initiatives at length, including the three-month plan to engage twenty specific manufacturing businesses in Lake County that have immediate needs through the Workforce Ecosystem.*

**This item was reviewed.**

**VII. National Association of Workforce Boards**

1. The Forum 2018: March 24 - 27, 2018; Washington, DC
  - Report from attendees

*Mandi Freeman and Members Serino, Dempsey, and Harris shared impressions from the NAWB convention. Chairwoman Harris noted various ideas and best practices gleaned from the Forum that the LCWDB will consider*

for itself, including: becoming a Sponsor of Registered Apprenticeship, being a 501(c)(3) not-for-profit, sponsoring workforce events in Lake County, and enhancing business engagement. A Business Outreach Task Force will be formed to discuss how to increase business relationships on a strategic level from a workforce perspective. Mandi Freeman will send out meeting information to Task Force participants.

### **VIII. Illinois Workforce Innovation Board**

#### 1. Illinois Unified State Plan 2016-2020

- [illinoisworknet.com/WIOA/Resources/Documents/ILLINOIS%20UNIFIED%20STATE%20PLAN%20--%20FINAL.pdf](http://illinoisworknet.com/WIOA/Resources/Documents/ILLINOIS%20UNIFIED%20STATE%20PLAN%20--%20FINAL.pdf)

*No additional discussion took place.*

#### 2. Expanding Career Pathway Opportunities in Adult Education, Strategic Direction for Illinois

*No additional discussion took place.*

#### 3. IWIB Committees

- Information Technology Standing Committee
- Career Pathways Standing Committee
- Apprenticeship Committee
- Evaluation and Accountability Committee
- Integrated Business Services Committee

*No additional discussion took place.*

### **IX. Workforce Partners of Metro Chicago**

#### 1. Regional Strategic Planning, Core Partner Engagement and Industry Sector Work – TDL

*Member Serino noted that the Workforce Partners of Metro Chicago continues to work with TEC Services to complete regional strategic planning; they are also responding to two Notice of Funding Opportunities released by the Illinois Department of Commerce and Economic Opportunity: Illinois Talent Pipeline Program and Statewide Workforce Innovation Program.*

### **X. Updates & Information**

#### 1. Grant Expense Report – February 2018

[Attachment F](#)

*Member Serino reviewed the Grant Expense Report with Committee. She noted that grant expenditures are compliant with WIOA requirements. The PY'16 WIOA Title I grant funds will be spent at 100% by June, 2018 and the PY'17 WIOA Title I grant funds will be spent or obligated at 80% by June, 2018.*

### **XI. Standing Committee Updates**

#### 1. Employer Connections Committee

*Updates were discussed under New Business, Item 4.*

#### 2. Talent Pipeline Committee

*Member Hammerlund noted that the Talent Pipeline Committee received a presentation on Bring Your 'A' Game—a curriculum that teaches foundational work ethic behaviors.*

3. Operations Committee

*No additional discussion took place.*

**XII. Executive Committee Strategic Plan**

1. Media Plan Task Force
  - Impact Statement

[Handout](#)

*Mandi Freeman reviewed the Impact Statement developed for use at the NAWB conference.*

**XIII. Upcoming Board & Committee Meetings**

1. Workforce Development Board Meeting – April 26, 2018 at 8:00 am
2. Executive Committee Meeting – May 2, 2018 at 8:15 am

**XIV. Adjournment**

**A motion was made by Member Dempsey, seconded by Member Kessler, that this meeting be adjourned.**

*The meeting was adjourned at 9:29 a.m.*