



**Lake County Workforce Development Board  
Executive Committee  
Regular Meeting Minutes  
Wednesday, May 2, 2018 at 8:15 AM  
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, Ali O'Brien, Jennifer Serino, Andrew Warrington

**Absent:** Laura Crivlare, Edward Melton, Karen Stoneman

**I. Call to Order** ..... Jennifer Harris, Committee Chair  
*Chairwoman Harris called the meeting to order at 8:15 AM. A quorum was present.*

**II. Approval of Minutes – April 4, 2018** [Attachment A](#)

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

**III. Public Comment**  
*There was no public comment.*

**IV. Chairwoman's Report** ..... Jennifer Harris  
*Chairwoman Harris reported that there is no update on the status of her application 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. Presentation – Workforce Essential Skills Training (WEST) Program [Attachment B](#)

- Eric Nordstrom, Lake County Workforce Development Department

*Eric Nordstrom, Career Specialist at the Lake County Workforce Development Department, presented an overview of the WEST program. He explained that the WEST program encompasses work-ready components to prepare participants for internships, work-experience, and employment opportunities. The program was developed in response to findings identified by the Internship Task Force of the Talent Pipeline Committee to increase youth internships within the private sector. The Executive Committee endorsed the program.*

2. **Review:** Workforce Development Department PY16 & PY17 WIOA Performance Outcomes [Attachment C](#)

*Member Serino reviewed Attachment C with Committee, which outlines WIO performance outcomes for program years 2016 and 2017. She noted that an increase in PY17 outcomes attainment is expected after the completion of the fourth quarter. The report will be delivered to Committee on an annual basis.*

**This item was reviewed.**

3. Lake County Workforce Development Board Sponsored Event – July 12, 2018
- Global Solutions for Workforce and Economic Development

*Mandi Freeman explained that the Media Plan Task Force of the Executive Committee seeks to increase Board-sponsored events around workforce development issues. An event is scheduled for July 12, 2018 (tentatively 9:00 AM – 11:00 AM). It is a presentation on international perspectives of economic and workforce development. It will address global trends affecting labor market and workforce innovations from around the world.*

## **VII. National Association of Workforce Boards**

*No additional discussion took place.*

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

1. Expanding Career Pathway Opportunities in Adult Education, Strategic Direction for Illinois
2. IWIB Committees
  - Information Technology Standing Committee
  - Career Pathways Standing Committee
  - Apprenticeship Committee
  - Evaluation and Accountability Committee
  - Integrated Business Services Committee

*Vice-Chair Warrington reviewed the current committees of the Illinois Workforce Innovation Board, noting that many of the are open to membership from outside parties.*

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

1. Regional Strategic Planning, Core Partner Engagement and Industry Sector Work – TDL
  - DCEO RFP: WIOA Statewide Workforce Innovation Program
  - DCEO RFP: Illinois Talent Pipeline

*Member Serino noted that the Workforce Partners of Metro Chicago continues to work with TEC Services to complete regional strategic planning. TEC Service responded to two Notice of Funding Opportunities on May 1, 2018, that were 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 – March 2018

[Attachment D](#)

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** ..... Committee Chairs

1. Employer Connections Committee
2. Talent Pipeline Committee
3. Operations Committee

*No additional discussion took place.*

**XII. Executive Committee Strategic Plan**

1. Media Plan Task Force

*The Media Plan Task Force will meet May 25, 2018, to discuss the promotion of the LCWDB sponsored event, Global Solutions for Workforce and Economic Development.*

2. Employer Connections Task Force

*Chairwoman Harris announced the Executive Committee convened an Employer Connections Task Force to heighten business engagement efforts, strengthen the Ecosystem, and provide strategic direction. The Task Force met on April 17, 2018 to discuss the business engagement plan for 2018. They reviewed business services in the workforce system offered by various entities in Lake County.*

**XIII. Upcoming Board & Committee Meetings**

1. Executive Committee Meeting – June 6, 2018 at 8:15 AM
2. Workforce Development Board Meeting – June 28, 2018 at 8:00 AM

**XIV. Adjournment**

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

*The meeting was adjourned at 9:18 AM.*