

**Lake County Workforce Development Board  
Executive Committee  
Regular Meeting Minutes  
Wednesday, June 6, 2018 at 8:15 AM  
Job Center of Lake County, 1 N. Genesee Street, Waukegan, IL**

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

**Present:** Vice-Chairman Andrew Warrington, Laura Crivlare, Tim Dempsey, Tony Figueroa, Sandy Hart, Dennis Kessler, Edward Melton, Ali O'Brien, Jennifer Serino, Karen Stoneman

**Absent:** Chairwoman Jennifer Harris, Chris Hammerlund

**I. Call to Order** ..... Jennifer Harris, Committee Chair  
*Vice-Chairman Warrington called the meeting to order at 8:19 AM. A quorum was present.*

**II. Approval of Minutes – May 2, 2018** [Attachment A](#)  
**Action:** A motion was made by Member Dempsey, seconded by Member Stoneman, that the minutes be approved. The motion carried.

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

**IV. Chairwoman's Report** ..... Jennifer Harris  
*There was no report.*

**V. Old Business**  
*There was no old business to conduct.*

**VI. New Business**

**1. Action Item**

Approve the Nominating Committee's Recommended Slate of Officers for PY2018.

- The Nominating Committee will report its recommendations for the new term beginning July 1, 2018
- The recommended slate will be presented at the Board meeting on June 28
- Other Board Members may be nominated for consideration at the Board meeting on June 28

*Nominating Committee Chair, Member Dempsey, presented the recommended slate of officers as Jennifer Harris to serve as Chair and Andrew Warrington to serve as Vice-Chair. He explained that this would be Chairwoman Harris' final, 1-year term to serve as Chair.*

**Action:** A motion was made by Member O'Brien, seconded by Member Figueroa, to approve the Nominating Committee's Recommended Slate of Officers for PY2018. The motion carried.

## 2. Action Item

[Attachment B](#)

Approve the Job Center of Lake County MOU PY18 Operating Budget for July 2018 - June 2019.

*Member Serino reviewed Attachment B with Committee, noting that the MOU between the Local Workforce Investment Board (LWIB) and the required partner agencies that provide services in the Local Workforce Innovation Area (LWIA) at the Job Center of Lake County was approved last year, but the Cost Sharing Agreement for infrastructure costs of the comprehensive one-stop center and the shared service delivery costs of the local workforce development system must be approved on an annual basis.*

**Action: A motion was made by Member Melton, seconded by Member Stoneman, to approve the Job Center of Lake County MOU PY18 Operating Budget for July 2018 - June 2019. Member O'Brien abstained. The motion carried.**

## 3. Action Item

[Attachment C](#)

Accept Illinois Department of Commerce and Economic Opportunity (DCEO) Incentive Bonus Award for PY16 Performance Standards Achievement in the Amount of \$20,772.00.

*Member Serino explained that WIOA establishes performance accountability measures for workforce activities to assess the effectiveness in achieving positive outcomes for adult, dislocated workers, and youth workforce services. If goals are exceeded, the LWIA grantee may be eligible to receive an incentive bonus. For Program Year 2016, incentive bonuses were awarded to LWIA grantees who met or exceeded the minimum training expenditure requirement since a full year outcome of performance data was not available. LWIA 1 (Lake County) was awarded \$20,772.00; DCEO will work with Workforce Development Staff to process the awards.*

**Action: A motion was made by Member Hart, seconded by Member O'Brien, to accept the Illinois Department of Commerce and Economic Opportunity (DCEO) Incentive Bonus Award for PY16 Performance Standards Achievement in the Amount of \$20,772.00. The motion carried.**

## 4. Action Item

[Attachment D](#)

Accept the following grant awards:

- Workforce Innovation & Opportunity Act PY17 Title I Revised Allocations in the amount of \$37,886.00
- Workforce Innovation & Opportunity Act PY18 Title I Allocations in the amount of \$5,261,267.00
- Trade Adjustment Assistance Case Management in the amount of \$48,546.00
- Trade Adjustment Assistance Payment Processing in the amount of \$17,930.00

*Member Serino reviewed each of the four grant awards. The State of Illinois issued revised program allocations for PY17 under Title I of WIOA; Lake County is receiving a total restoration allocation in the amount of \$37,886.00. Funds may be used for improvements at the Job Center of Lake County or for staff development. The State of Illinois issued WIOA Title I program allocations for PY18; the State received an overall 6% decrease in funding. Lake County is receiving a total allocation in the amount of \$5,261,267.00. Compared to PY17, PY18 saw a reduction in funds for adult and youth, but an increase in funds for dislocated workers. DCEO releases quarterly funds for the administration of the Trade Adjustment Assistance federal grant. Lake County is receiving a total increase in TAA Case Management funding in the amount of \$48,546.00, and a total increase in TAA payment processing funding in the amount of \$17,930.00.*

**Action: A motion was made by Member Melton, seconded by Member Stoneman, to accept the following grant awards: Workforce Innovation & Opportunity Act PY17 Title I Revised Allocations in the amount of \$37,886.00; Workforce Innovation & Opportunity Act PY18 Title I Allocations in the amount of \$5,261,267.00; Trade Adjustment Assistance Case Management in the amount of \$48,546.00; and Trade Adjustment Assistance Payment Processing in the amount of \$17,930.00. The motion carried.**

5. Illinois Tollway Workforce Development Technical Assistance Initiative Grant Award to The Chicago Cook Workforce Partnership  
*Member Serino announced that the Illinois Tollway issued a request for proposals to prospective vendors to establish and manage a new workforce development and technical assistance initiative to train disadvantaged individuals to work in the roadway construction industry, provide support services, and assist qualified workers in finding jobs with contractors working on Tollway projects. The grant was awarded to the Chicago Cook Workforce Partnership. The Lake County Workforce Development Department signed a memorandum of understanding to recruit 15 participants, to conduct business outreach, and to provide staff management over a three-year period.*

**VII. National Association of Workforce Boards**

*No discussion took place.*

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

*No discussion took place.*

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

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

- Division of Rehabilitation Services – May 21, 2018
- Illinois Department of Employment Security – May 21, 2018
- Illinois Community College Board – June 19, 2018

*Member Serino noted that the WPMC continues to work with TEC Services to complete regional strategic planning in the Transportation, Distribution, and Logistics industry. The WPMC and TEC Services convene monthly. In May, the group met with representatives from DHS and IDES to discuss partner integration on a regional level. The group will meet with Jennifer Foster of the ICCB in June as well. Grant awards for the Illinois Talent Pipeline Program NOFO and Statewide Workforce Innovation Program NOFO are expected to be released later this summer.*

**X. Updates & Information**

1. Grant Expense Report – April 2018

[Attachment E](#)

*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 will sunset on June, 30 2018; funds will be spent at 100% by closeout. PY'17 WIOA Title I grant funds will be spent or obligated at 80% by June 30, 2018.*

**XI. Standing Committee Updates**.....Committee Chairs

1. Employer Connections Committee

*Member Stoneman noted that two employers spoke at the last committee meeting about business services.*

2. Talent Pipeline Committee

*No discussion took place.*

3. Operations Committee

*Member Crivlare noted that attendance has increased, and that committee continues to oversee progress and activity relating to the implementation of the Board's Regional Plan.*

**XII. Executive Committee Strategic Plan**..... Mandi Freeman

1. Media Plan Task Force – May 25, 2018

*The Media Plan Task Force met May 25, 2018 to discuss the promotion of the LCWDB sponsored event, Global Solutions for Workforce and Economic Development, and to review communication strategies currently in place. The Committee discussed potentially releasing a quarterly newsletter.*

2. Employer Connections Task Force – TDB

*Member Stoneman explained that the Executive Committee convened an Employer Connections Task Force to heighten business engagement efforts, strengthen the Ecosystem, and provide strategic direction. Dialog with Lake County Partners will continue to identify future projects and partner roles.*

**XIII. Upcoming Board & Committee Meetings**

1. Workforce Development Board Meeting – June 28, 2018 at 8:00 AM

2. Executive Committee Meeting – July 11, 2018 at 8:15 AM

**XIV. Adjournment**

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

*The meeting was adjourned at 9:17 AM.*