



**Lake County Workforce Development Board
Operations Committee
Regular Meeting Minutes
Monday, May 14, 2018 at 9:00 AM
Job Center of Lake County, 1 N. Genesee Street, Waukegan, IL**

Attachments are available upon request: WorkforceBoard@LakeCountyIL.gov

Present: Chairwoman Laura Crivlare, Sam Cade, Susan Huwe, Eva Locke, Arlene Santos-George, Jennifer Serino, Bob Shears, Suzanne Stidham

Absent: Erica Dixon, Carlotta Roman, Patricia Wilkens, Tameka Wilson

I. Call to Order Laura Crivlare, Committee Chair
Chairwoman Crivlare called the meeting to order at 9:09 AM. A quorum was present.

II. Approval of Minutes – March 12, 2018 [Attachment A](#)

Action: A motion was made by Member Shears, seconded by Member Cade, that the minutes be approved. The motion carried.

III. Public Comment
There was no public comment.

IV. Chairwoman’s Report Laura Crivlare
Chairwoman Crivlare thanked partner agencies for preparing and delivering the Operations Committee report at the Workforce Development Board meeting on April 26, 2018.

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

VI. New Business

1. **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. She noted key changes, including that all partners must make a cash contribution toward infrastructure costs. The budget is preliminary and dependent upon final verification among partner agencies.

Action: A motion was made by Member Huwe, seconded by Member Shears, to approve the Job Center of Lake County MOU PY18 Operating Budget for July 2018 - June 2019. The motion carried.

2. **Action Item** [Attachment C](#)
Approve Lake County Workforce Development Board Service Policy:

- Personally Identifiable Information Policy
Mandi Freeman explained that each standing committee provides oversight to policies relating to their responsibilities under the Board’s strategic plan. Policies are reviewed annually to ensure alignment with federal and state regulations. She reviewed the policy, noting new requirements of the handling and

protection of PII outline in Training and Guidance Letter No 39-11.

Action: A motion was made by Chairwoman Crivlare, seconded by Member Huwe, to approve Lake County Workforce Development Board Service Policy: Personally Identifiable Information Policy. The motion carried.

3. **Review:** The Job Center of Lake County 3rd Quarter Activity Report [Attachment D](#)
Member Locke reviewed the Job Center of Lake County 3rd Quarter Activity Report with Committee. The report included several news sections, including the process of referrals, integration of services, cross-training, and staff development.

This item was reviewed.

4. 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.*

VII. Operations Committee Strategic Plan..... Mandi Freeman

1. WIOA Partners Implementation Plan
 - One-Stop Operator
 - One-Stop Operator Procurement – Update*Mandi Freeman reported that, in the month of April, the Executive Committee and the LCWDB approved the recommendation to enter into an agreement with the partner consortium. The Lake County Board also approved the recommendation on April 1, 2018. The contract will begin on July 1, 2018 and will be renewed annually for four additional years.*
 - Local Workforce Innovation Area 1 Regional and Local Plans
 - See New Business item 4*No additional discussion took place.*
 - Job Center of Lake County MOU
 - See New Business item 1*No additional discussion took place.*
2. Workforce Development Resource Mapping
No additional discussion took place.
3. Workforce Development Agency Inventory
 - Inventory of agencies connected to the Job Center of Lake County [Attachment E](#)
Mandi Freeman explained that the Committee requested an updated, useable inventory of agencies connected to the Job Center of Lake County for use among workforce system partners to increase referrals. Contact Eva Locke with modifications. Over the coming months, Committee will think strategically to identify and engage workforce system partners that are not currently represented on the inventor to facilitate greater collaboration among workforce stakeholders in Lake County.

VIII. Board & Committee Engagement

1. 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.

IX. Upcoming Board & Committee Meetings

1. Workforce Development Board Meeting – June 28, 2018 at 8:00 AM
2. Operations Committee Meeting – August 13, 2018 at 9:00 AM

X. Adjournment

A motion was made by Member Santos-George, seconded by Member Cade, that this meeting be adjourned.

The meeting was adjourned at 10:14 AM.