

**Lake County Workforce Development Board
Talent Pipeline Committee
Regular Meeting Minutes
Wednesday, March 21, 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 Chris Hammerlund, Lorenzo Bess, LaMar Black, Germain Castellanos, Jennifer Everett, Tim Kirschner, Kristi Long, Laura Naselli, Jennifer Serino

Absent: Kurt Beier, Greg Burns, Gina Schuyler, Monika Schwander

I. Call to Order

Chairwoman Hammerlund called the meeting to order at 9:01 AM. A quorum was present.

II. Approval of Minutes

December 20, 2017

[Attachment A](#)

January 17, 2018

[Attachment B](#)

Action: A motion was made by Member Long, seconded by Member Everett, that the minutes from the two Committee meetings be approved. The motion carried.

III. Public Comment

There was no public comment.

IV. Chairwoman's Report

Sean Hogan—Executive Director of Institutional Effectiveness, Planning, and Research at the College of Lake County (CLC)—will deliver a presentation to the Lake County Workforce Development Board (LCWDB) at the next Board meeting on April 26, 2018. The presentation will cover findings from CLC's most recent environmental scan and will solicit feedback from the LCWDB regarding workforce development strategies and needs within Lake County.

V. Old Business

There was no old business to conduct.

VI. New Business

1. Presentation – Bring Your 'A' Game

- Chris Liske and Eric Nordstrom, Lake County Workforce Development Department

Chris Liske and Eric Nordstrom delivered a presentation on the curriculum and certificate program, Bring Your 'A' Game, designed to standardize and enhance employability skills within the workforce. In July 2018, the Workforce

Development Department, through the Job Center of Lake County, will enroll both youth and adult job-seekers in the program as a preparatory measure before transitioning into employment, on-the-job training, internships, higher education, etc. Employer feedback will be collected and presented to Committee.

2. **Action Item:**

[Attachment C](#)

Recommend to the Executive Committee 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.

Members Serino reviewed Attachment C with Committee, noting that the LCWDB received proposals from five entities. The Review Team evaluated proposals against evaluation criteria documented in the RFP, conducted interviews with all proposing entities, and recommends moving forward in the negotiation process with the four proposers. She also noted that the final budget, number served, and performance will be negotiated with each individual sub-recipient based on the availability of PY 2018 WIOA Youth funds. Member Everett reviewed the program description and performance for all proposals.

Action: A motion was made by Member Everett, seconded by Member Naselli, to recommend to the Executive Committee 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.

Members Castellanos and Kirschner abstained from voting. The motion carried.

VII. Employer Connections Committee Strategic Plan

1. Expand Career Awareness Programs

- Update from Workforce Development and Ecosystem Partners
 - Waukegan High School Manufacturing Expo – March 14, 2018

Eric Nordstrom and Committee Members Naselli and Everett shared with Committee activity around the career expositions that have taken place—and will take place—in the months of March-May at a variety of Lake County high schools. Expos connect youth with employers and training providers around key industries, including: Manufacturing, IT, Health Services, and Transportation/Logistics.

2. Increase Internships

- Internship statement
- Task Force meeting to be scheduled in April, 2018

[Handout](#)

Mandi Freeman explained that the Internship Task Force created a one-page information/call-to-action document that will be used to engage Lake County employers to increase youth and young adult internships within the private sector. She reviewed the handout with Committee and asked members to provide feedback to her by April 1, 2018.

3. Explore Apprenticeship Models

- Apprenticeship statement
- Task Force meeting to be scheduled in April, 2018

[Handout](#)

Mandi Freeman explained that the Apprenticeship Task Force created a one-page information/call-to-action document that will be used to increase awareness among Lake County businesses of Registered Apprenticeship and apprenticeship models as a workforce solution to business needs. She reviewed the handout with Committee and asked members to provide feedback to her by April 1, 2018.

4. Prepare Vulnerable Populations for Success
 - WIOA Youth Programs for Lake County RFP
 - See New Business item 2

VIII. Board & Committee Member Engagement

Committee members expressed interest in attending a Bring Your 'A' Game training session.

IX. Upcoming Board & Committee Meetings

1. Workforce Development Board Meeting – April 26, 2018 at 8:00 AM
2. Talent Pipeline Committee Meeting – May 16, 2018 at 9:00 AM

X. Adjournment

A motion was made by Member Black, seconded by Member Bess, that this meeting be adjourned.

The meeting was adjourned at 10:05 AM.