

**Lake County Workforce Development Board  
Executive Committee  
Regular Meeting Minutes  
Wednesday, August 1, 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:** Chairwoman Harris, Tim Dempsey, Chris Hammerlund, Dennis Kessler, Edward Melton, Ali O'Brien (attended meeting via technology), Jennifer Serino, Andrew Warrington

**Absent:** Laura Crivlare, Tony Figueroa, Sandy Hart, Karen Stoneman

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

**II. Approval of Minutes – June 6, 2018** [Attachment A](#)  
**Action:** A motion was made by Member Kessler, seconded by Member Dempsey, that the minutes be approved. The motion carried.

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

**IV. Chairwoman's Report** ..... Jennifer Harris  
*Chairwoman Harris provided a summary of the feedback from attendees at the Board-sponsored event, Global Solutions for Workforce and Economic Development. Mandi Freeman noted future event topics of interest, including: globalization, digitalization, diversity and inclusion, and apprenticeships. Suggestions are welcome from all Board and Committee members and should be submitted to [WorkforceBoard@LakeCountyIL.gov](mailto:WorkforceBoard@LakeCountyIL.gov).*

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

**VI. New Business**  
**1. Action Item** [Attachment B](#)  
Approve the PY18 Workforce Innovation & Opportunity Act Grant Budget and Plan

*Member Serino reviewed Attachment B with Committee. She discussed the grant plan for each of the three funding streams: youth, adults, and dislocated worker. She reviewed the operational expense budget and corresponding budget notes. Committee discussed this item at length.*

**Action:** A motion was made by Member Melton, seconded by Member Hammerlund, to approve the PY18 Workforce Innovation & Opportunity Act Grant Budget and Plan. The motion carried.

2. Update  
 PY18 Workforce Innovation & Opportunity Act Youth Services Contracts
  - Employee Connections, Waukegan High School, Youth Conservation Corps, and YouthBuild Lake County Member Serino noted that Workforce Development Department is providing technical assistance to each contractor. Modifications are being made to program designs to ensure alignment with the program requirements outlined in RFP No: 17214 Scope of Professional Services.
  
3. Update  
 Lake County Board Summer Youth Employment Program  
*Jennifer Everett provided an update on the Lake County Board Summer Youth Employment Program. 215 youth participated in the program. Several new work sites hosted youth interns this year. A comprehensive report will be provided at the upcoming Board meeting in September.*
  
4. Update  
 Illinois Workforce Innovation & Opportunity Act Waivers  
*Member Serino reviewed three waivers released by the Department of Commerce and Economic Opportunity. First, the State’s request to waive the requirement that local areas expend 75 percent of all Governor’s reserve and local formula youth funds on out-of-school youth is approved for PY18 and PY19 (July 1, 2018 – June 30, 2020). Second, the State’s request to waive the obligation of Eligible Training Providers to collect and report performance data on all students in a training program is approved for PY 18 and PY19. Third, Illinois does not need a waiver to extend the amount of time under its plan to achieve WIOA compliance. Therefore, Illinois is moving forward with its plan of a deadline for realignment to be completed no later than June 30, 2020 to coincide with natural dates for regional and local plans, MOUs, and other statutorily required actions by local Boards.*
  
5. Update  
 Illinois Department of Employment Security: 2018 Illinois Economic Report [Handout](#)
  - [http://www.ides.illinois.gov/lmi/Annual%20Report/EconomicReport\\_2018.pdf](http://www.ides.illinois.gov/lmi/Annual%20Report/EconomicReport_2018.pdf)*Mandi Freeman presented to Committee highlights from the Illinois Department of Employment Security’s 2018 Illinois Economic Report. She explained that one role of the Workforce Development Board is to be informed about workforce and economic data and to make this information known to partners within the workforce system. To this end, Board Staff will prepare and deliver presentations about labor market information to each standing committee.*

**VII. National Association of Workforce Boards**..... Jennifer Harris

1. NAWB July Board Meeting – July 19-21, 2018  
*Chairwoman Harris noted that she attended her first NAWB Board meeting at the end of July. She is sitting on a strategic planning committee and will provide updates as activity occurs. She encouraged all Board members to subscribe to NAWB’s mailing list; contact [WorkforceBoard@LakeCountyIL.gov](mailto:WorkforceBoard@LakeCountyIL.gov) for more information.*

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

1. IWIB Quarterly Summer Meeting – June 21, 2018
  - Minimum Training Expenditure Policy – Revisions

- One-Stop Delivery System Policy

*Member Warrington noted that the IWIB revised the Minimum Training Expenditure Policy, including allowable costs towards training expenditures. He also reviewed the One-Stop Delivery System Policy, noting that the policy describes the various components of Illinois' local One-Stop delivery systems and considerations for designation by the local partners. The policy outlines requirements associated with One-Stop Centers and Access Sites.*

2. IWIB Quarterly Fall Meeting – September 20, 2018

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

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

- WIOA Statewide Workforce Innovation Program
- Illinois Community College Board – June 19, 2018
- Economic Development – July 25, 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. The group is in the process of identifying employers in the region, including UPS. In July, Member Serino and Mandi Freeman met with TEC Services to discuss economic development engagement strategies.*

1. Illinois Tollway Workforce Development Technical Assistance Initiative Grant

*Member Serino noted that the grant begins August 1, 2018.*

**X. Updates & Information**

1. Grant Expense Report – Program Year-End June 2018

[Attachment C](#)

*Member Serino reviewed the Program Year-End Report with Committee. She noted that grant expenditures are compliant with WIOA requirements. The PY'16 WIOA Title I grant was closed out on June, 30 2018; funds were spent at 100%. PY'17 WIOA Title I grant funds were spent or obligated at 80% by June 30, 2018.*

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

1. Employer Connections Committee

- Lake County Partners' Business Retention & Outreach Program Agreement
- Strategic Plan Report Preparation

*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. The Board is exploring alternative strategies for business engagement with Lake County Partners, namely event-based activities that focus on employer relationships.*

2. Talent Pipeline Committee

- Waukegan to College Presentation

*Member Hammerlund noted that Waukegan to College will deliver a presentation at the Talent Pipeline Committee to highlight talent pipeline programs within the workforce system of Lake County.*

3. Operations Committee

- One-Stop Center Continuous Improvements Annual Review
- Job Center of Lake County MOU

*No discussion took place.*

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

1. Media Plan Task Force  
*No discussion took place.*

2. Employer Connections Task Force  
*No discussion took place.*

**XIII. Upcoming Board & Committee Meetings**

1. Executive Committee Meeting – September 5, 2018 at 8:15 AM
2. Workforce Development Board Meeting – September 27, 2018 at 8:00 AM

**XIV. Adjournment**

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

*The meeting was adjourned at 9:36 AM.*