



**Lake County Workforce Development Board
Meeting Minutes**

Thursday, June 28 2018 at 8:00 AM

College of Lake County, 19351 W. Washington Street, Grayslake, IL Room A013

Attachments are available upon request: WorkforceBoard@LakeCountyIL.gov

Present: Chairwoman Jennifer Harris, Kurt Beier, Kevin Considine, Laura Crivlare, Tim Dempsey, Tony Figueroa, Chris Hammerlund, Susan Huwe, Noelle Kischer, Kristi Long, Lacie Mayer, Edward Melton, Jennifer Serino, Patrick Statter, Karen Stoneman, Roycealee Wood

Absent: Jack Borre, Greg Burns, Sam Cade, Emily Garrity, Sandy Hart (absence due to conflict with Lake County Board appointed duties), Scott Jones, Dennis Kessler, Ali O'Brien, Pete Olson, Eugene Roberson, Carlotta Roman, Arlene Santos-George, Andrew Warrington

I. Call to Order Jennifer Harris, Board Chair
Chairwoman Harris called the meeting to order at 8:04 AM. A quorum was present.

II. Approval of Minutes – April 26, 2018 [Attachment A](#)

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

III. Public Comment
There was no public comment.

IV. Chairwoman’s Report Jennifer Harris

1. Recognition of Service: Jennifer Serino, Rosalind Franklin University
Chairwoman Harris recognized Member Serino’s achievement of receiving an honorary degree, Doctor of Humane Letters, from Rosalind Franklin University on June 1, 2018. She was credited with removing obstacles to education and employment and for inspiring and supporting the university’s collaborative efforts with community partners to develop pathways into the health professions.
2. Seat Appointment, National Association of Workforce Boards
Chairwoman Harris announced that the National Association of Workforce Boards (NAWB) has extended to her an invitation to join NAWB’s Board as a Chair’s Special Appointment. The appointment is through March 2019. NAWB’s next Board meeting will be July 18th and 19th in San Francisco.
3. Lake County Workforce Development Board Sponsored Event
 - Global Solutions for Workforce and Economic Development
 - Held at the College of Lake County on July 12, 2018 from 8:30-11:00 AM; Register on [Eventbrite](#)*Chairwoman Harris noted that the Board will sponsor a presentation on international perspectives of economic and workforce development on July 12, 2018. The presentation will address global trends affecting labor market and workforce innovations from around the world. The target audience is local businesses.*

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 PY18.

- The Executive Committee voted at the June 6, 2018 meeting to recommend approval of the Slate of Officers presented by the Nominating Committee.
- The Slate as recommended includes:
 - Jennifer Harris, Chair
 - Andrew Warrington, Vice-Chair
- An opportunity is available for other Board Members to be nominated from the floor for consideration.
- The term of office begins July 1, 2018.

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. Member Dempsey asked for additional nominations from the floor to consider. There were no nominations from the floor. Member Dempsey put a motion on the floor for the approval of the slate officers presented by the Nominating Committee.

Action: A motion was made by Member Kischer, seconded by Member Considine, 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 Memorandum of Understanding PY18 Operating Budget for July 2018 - June 2019.

Member Serino reviewed Attachment B, 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 Dempsey, seconded by Member Stoneman, to approve the Job Center of Lake County MOU PY18 Operating Budget for July 2018 - June 2019. The motion carried.

3. Action Item

[Attachment C](#)

Accept Illinois Department of Commerce and Economic Opportunity Incentive Bonus Award for PY16 Performance Standards Achievement in the Amount of \$20,772.

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. 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; DCEO will work with staff to process the awards.

Action: A motion was made by Member Beier, seconded by Member Dempsey, to accept the Illinois Department of Commerce and Economic Opportunity Incentive Bonus Award for PY16 Performance Standards Achievement in the Amount of \$20,772. 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.
- Trade Adjustment Assistance Case Management in the amount of \$48,546
- Trade Adjustment Assistance Payment Processing in the amount of \$17,930

Member Serino reviewed each of the three 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. Funds may be used for improvements at the Job Center or Lake County or for staff development. 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, and a total increase in TAA payment processing funding in the amount of \$17,930.

Action: A motion was made by Member Melton, seconded by Member Hammerlund, to accept the following grant awards: Workforce Innovation & Opportunity Act PY17 Title I Revised Allocations in the amount of \$37,886; Trade Adjustment Assistance Case Management in the amount of \$48,546; and Trade Adjustment Assistance Payment Processing in the amount of \$17,930. The motion carried.

5. **Action Item** [Attachment E](#)

Accept the Workforce Innovation & Opportunity Act PY18 Title I Allocations in the amount of \$5,261,267.

Member Serino explained that the State of Illinois issued WIOA Title I program allocations for PY18. The State received an overall 6% decrease in funding, however Lake County received an overall increase in funding. Lake County is receiving a total allocation in the amount of \$5,261,267. Compared to PY17, PY18 saw a reduction in funding for adult and youth, but an increase in funds for dislocated workers.

Action: A motion was made by Member Long, seconded by Member Considine, to accept the Workforce Innovation & Opportunity Act PY18 Title I Allocations in the amount of \$5,261,267. The motion carried.

6. **Action Item** [Attachment F](#)

Approve the Workforce Innovation & Opportunity Act Grant Budget for Youth Contracts and Training Funds.

Member Serino explained that State has issued PY18 WIOA funding allocations for the program year beginning July 1, 2018. Lake County is receiving a total allocation in the amount of \$5,261,267 (figure includes youth, adult, and dislocated worker funding streams). She reviewed the proposed budget for youth contracts with the Board. Lake County received a total allocation for youth activities in the amount of \$1,618,824; proposed funding is \$663,000 to serve a total of 80 youth through contacted agreements with Employee Connections, Waukegan High School, Youth Conservation Corps, and YouthBuild Lake County. Member Serino also reviewed the proposed budget for training funds with the Board. She explained that the Illinois Workforce Investment Board approved policy requiring 50% of the Adult and Dislocated Worker Funds be spent on training costs beginning July 1, 2018; this is an increase from the previously required 40%. Based on the PY18 funds, no less than \$1,639,100 must be budgeted and expended on training; the proposed budget allocates \$1,695,256 toward Adult and Dislocated Worker training.

Action: A motion was made by Member Beier, seconded by Member Considine, to approve the Workforce Innovation & Opportunity Act Grant Budget for Youth Contracts and Training Funds. Member Dempsey abstained. The motion carried.

7. **Action Item** [Attachment G](#)

Approve Lake County Workforce Development Board Service Policies based on recommendations from standing Committees:

- Incentives Policy
- Work Experience Policy
- Youth Eligibility Requirements Policy
- Personally Identifiable Information Policy
- Follow-Up Policy
- Adult Priority of Service Policy

Mandi Freeman explained that the Board is responsible for setting direction and focus for workforce services in Lake County, and for approving service policies that guide the implementation and delivery of WIOA Title I funding that serves youth, adults, and dislocated workers. Policies are reviewed annually to ensure compliance with all applicable laws and regulations pertaining to WIOA. Policies are reviewed and modified at the committee level and then recommend to the full Board for approval. She reviewed changes to existing policies as well as reviewed the purpose of each new policy. Redline copies are available upon request; contact WorkforceBoard@LakeCountyIL.gov.

Action: A motion was made by Member Melton, seconded by Member Huwe, to approve Lake County Workforce Development Board Service Policies: Incentives Policy, Work Experience Policy, Youth Eligibility Requirements Policy, Personally Identifiable Information Policy, Follow-Up Policy, and Adult Priority of Service Policy. The motion carried.

- 8. Review [Attachment H](#)
Illinois Department of Commerce and Economic Opportunity Fiscal and Programmatic Monitoring Results

Member Serino reviewed attachment H. She explained that the Illinois Department of Commerce and Economic Opportunity conducted a combined fiscal and programmatic monitoring for the period of April 1, 2017 through February 28, 2018. The purpose of the review was to monitor compliance with the Workforce Innovation and Opportunity Act, the Trade Act, and other applicable rules, regulations, and policies. She noted that there were no fiscal monitoring findings, and only minor programmatic monitoring findings such as data entry errors. A written response to all findings is due to the Department 30 days from the release of the monitoring notice which occurred on June 7, 2018.

This item was reviewed.

- 9. Update
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. It is the first time the region has received non-federal funds.

VII. Committee Reports Committee Chairs

- 1. Executive Committee
 - Committee met May 2, 2018 and June 6, 2018
 - Presentation – Workforce Essential Skills Training Program
 - Workforce Development Department PY16 & PY17 WIOA Performance Outcomes
 - Media Plan Task Force met May 25, 2018
 - Grant Expense Report – April 2018 [Attachment I](#)

Chairwoman Harris provided members a report detailing activity and information from the Executive Committee.
- 2. Employer Connection Committee
 - Committee met May 15, 2018 – Joint meeting with Talent Pipeline Committee
 - “Business Needs and Workforce Solutions” – Discussion with local employers
 - Lake County Partners 3rd Quarter Business Outreach Program Metrics
 - Workforce Development Department 3rd Quarter Business Service Outcomes
 - Approved Training Provider and Training Program List for LWIA 1

Member Stoneman provided a report detailing activity and information from the Employer Connections Committee.

3. Talent Pipeline Committee

- Committee met May 15, 2018 – Joint Meeting with Employer Connections Committee
Member Hammerlund provided a report detailing activity and information from the Talent Pipeline Committee.

4. Operations Committee

- Committee met May 14, 2018
- Job Center of Lake County 3rd Quarter Activity Report
Member Crivlare provided a report detailing activity and information from the Operations Committee.

VIII. Updates & Information

1. National Association of Workforce Boards Jennifer Harris
No additional discussion took place.

2. Illinois Workforce Innovation Board Andrew Warrington
- Minimum Training Expenditure Policy – Revisions
 - One-Stop Delivery System Policy – Draft
- On behalf of Vice-Chair Warrington, Member Serino provided an update on activity from the Illinois Workforce Innovation Board (IWIB) quarterly meeting which took place on June 21, 2018. The IWIB reviewed revisions to the Minimum Training Expenditure Policy draft applicable to Adult and Dislocated Worker programs, including allowable costs towards training expenditures. On July 1, 2018, an increase in the minimum training expenditure to fifty percent (50%) will go into effect. The IWIB also reviewed and approved a draft of the One-Stop Delivery System Policy that defines the various components of the local one-stop delivery system, including the three types of one-stop centers that may be designated by local boards: comprehensive, affiliate, or specialized. Member Serino noted that the Board has only approved one One-Stop Center, The Job Center of Lake County, which is a comprehensive site.*

3. Workforce Partners of Metropolitan Chicago Jennifer Serino
- Regional Strategic Plan Update
- 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, and in June the group met with Jennifer Foster of the ICCB to discuss partner integration efforts. Grant awards for the Illinois Talent Pipeline Program NOFO and Statewide Workforce Innovation Program NOFO are expected to be released later this summer.*

4. Lake County Partners Kevin Considine
- Economic Development Update
- Member Considine provided an update on economic activity occurring in Lake County.*

IX. Next Regular Meeting – September 27, 2018

X. Adjournment

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

The meeting was adjourned at 9:03 AM. Christian Roldán-Johnson, Associate Dean of Engineering, Math, and Physical Sciences at the College of Lake County, led a tour of the Automation, Robotics and Mechatronics lab.