



Lake County Workforce Development Board
Operations Committee
Regular Meeting Minutes
Monday, August 13, 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, Eva Locke, Jennifer Serino, Bob Shears, Tameka Wilson

Absent: Erica Dixon, Susan Huwe, Arlene Santos-George, Patricia Wilkens, Suzanne Stidham

I. Call to Order Laura Crivlare, Committee Chair
Chairwoman Crivlare called the meeting to order at 9:10 AM. A quorum was present.

II. Approval of Minutes – May 14, 2018 [Attachment A](#)

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

III. Public Comment
There was no public comment.

IV. Chairwoman’s Report Laura Crivlare
1. Slate of Officers for PY18: Jennifer Harris, Chair; Andrew Warrington, Vice-Chair
Chairwoman Crivlare noted that the Slate of Officers for PY18 was approved at the last Board meeting on June 28, 2018. Board Chair Jennifer Harris will serve her third and final 1-year term and Vice-Chair Andrew Warrington has agreed to serve another 1-year term.

2. Global Solutions for Workforce and Economic Development
Mandi Freeman provided a summary of the feedback from attendees at the Board-sponsored event, Global Solutions for Workforce and Economic Development. She 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.

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

VI. New Business
1. **Action Item** [Attachment B](#)
Recommend Endorsement of the Adult Education Area Planning Council FY19 Plan to the Lake County Workforce Development Board.
● Presentation by Adult Basic Education

On behalf of Member Santos-George, Reni Mitkova—Adult Education Director at Township High School District 113 and Chair of the Lake County Area Planning Council 532—provided an overview of activities outlined in the Lake County Area Planning Council (APC) plan, including: adult education, individual literacy,

family literacy, English language acquisition, civics education, and workforce preparation. She noted ways in which adult basic education activities and strategy align with the Lake County Workforce Development Board's local workforce development activities and strategy, including emphasis on career pathways.

Action: A motion was made by Member Serino, seconded by Member Cade, to recommend endorsement of the Adult Education Area Planning Council FY19 plan to the Lake County Workforce Development Board. The motion carried.

2. Update

Illinois Department of Employment Security: 2018 Illinois Economic Report

- 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. Operations Committee Strategic Plan

1. WIOA Partners Implementation Plan

a. One-Stop Operator

- The Job Center of Lake County 4th Quarter Activity Report
Member Locke reviewed the report with Committee.

[Attachment C](#)

- One-Stop Center Continuous Improvement Annual Report

[Attachment D](#)

Member Locke reviewed the report with Committee. She explained that each certified One-Stop Center must provide an annual report to the LWIB detailing the progress in addressing improvement opportunities identified during the certification process. She noted several activities, including cross-training presentations from each of the core WIOA partners.

b. Local Workforce Innovation Area 1 Regional and Local Plans

- Regional Strategic Planning, Core Partner Engagement and Industry Sector Work – TDL
 - WIOA Statewide Workforce Innovation Program
 - Division of Rehabilitation Services – May 21, 2018
 - Illinois Department of Employment Security – May 21, 2018
 - Illinois Community College Board – June 19, 2018
 - Economic Development – July 25, 2018

Member Serino noted that the Workforce Partners of Metropolitan Chicago (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 and have met with a variety of workforce system partners. The group is in the process of identifying common employers in the region. Member Serino has engaged an employer from UPS in Lake County.

- Illinois Tollway Workforce Development Technical Assistance Initiative Grant

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. Workforce Development signed a memorandum of understanding to recruit 15 participants, conduct business outreach, and provide staff management over a three-year period. She noted that the grant began August 1, 2018 and that Workforce Development continues to work to complete deliverables outlined in the MOU.

- c. Job Center of Lake County MOU & Cost Sharing Agreement
No additional discussion took place.
- d. Workforce System Partner Update & Integration
No additional discussion took place.
- 2. Workforce Development Resource Mapping
No additional discussion took place.
- 3. Workforce Development Agency Inventory
No additional discussion took place.

VIII. Upcoming Board & Committee Meetings

- 1. Workforce Development Board Meeting – September 27, 2018 at 8:00 AM
The Board meeting will be held at Siemens Building Technologies in Buffalo Grove, IL.
- 2. Operations Committee Meeting – October 8, 2018 at 9:00 am
The October meeting will be rescheduled for October 15 in observance of Columbus Day.

IX. Adjournment

A motion was made by Member Shears, seconded by Member Wilson, that this meeting be adjourned.

The meeting was adjourned at 10:10 AM.