

**Lake County Workforce Development Board
Executive Committee
Regular Meeting Minutes
Wednesday, September 5, 2018 at 8:15 AM
Job Center of Lake County, 1 N. Genesee Street, Waukegan, IL**

Attachments are available upon request: WorkforceBoard@LakeCountyIL.gov

Present: Chairwoman Harris, Laura Crivlare, Tony Figueroa, Chris Hammerlund, Sandy Hart, Edward Melton, Ali O'Brien (attended meeting via technology), Jennifer Serino, Karen Stoneman, Andrew Warrington

Absent: Tim Dempsey, Dennis Kessler

I. Call to Order Jennifer Harris, Committee Chair
Chairwoman Harris called the meeting to order at 8:18 AM. A quorum was present.

II. Approval of Minutes – August 1, 2018 [Attachment A](#)
Action: A motion was made by Member Melton, seconded by Member Hart, that the minutes be approved. The motion carried.

III. Public Comment
There was no public comment.

IV. Chairwoman's Report Jennifer Harris
1. Lake County Workforce Development Board Coordinator
Chairwoman Harris provided an update on the search for a replacement for Mandi Freeman. Member Serino confirmed that the position has been posted and that she is in the process of reviewing applicants. Chairwoman Harris and Member Serino are developing an exit plan with Mandi Freeman.

Chairwoman Harris announced that she and Member Serino will be attending the first Governor's Summit focused on work-based learning in Illinois. The summit, titled "Work, Learn, Grow: Pathways to the Jobs of Illinois' Future," will take place on Oct. 1, 2018, in East Peoria, Illinois.

Chairwoman Harris noted that she has been appointed to a Forum Committee as she continues to serve on the National Association of Workforce Boards. She will provide more information as activity occurs.

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

VI. New Business
1. Update
Illinois Workforce Partnership Workforce Development Award Ceremony – September 13; Springfield, IL

- Individual Achievement Award Winner – Jimmy Lee Trussel
- Innovative Solutions Award Winner – Revive Lake County

Member Serino noted that local Workforce Development Boards may submit one nomination in each of the three Statewide Award categories. Submissions were coordinated and developed by Mandi Freeman on behalf of the Board. Member Serino reviewed the successes of the two award winners from Lake County that were honored at the annual Awards Ceremony hosted by the Illinois Workforce Partnership in Springfield, IL

on September 13. Mandi Freeman will complete a communication writeup that will be shared with local legislators and the National Association of Workforce Boards.

2. Update

Apprenticeship Expansion Program Notice of Funding Opportunity

Member Serino noted that the U.S. Department of Labor recently announced funding opportunities for apprenticeship expansion in key industry sectors which will fund both Apprenticeship Intermediaries and Regional Navigators. She explained that the Workforce Partners of Metro Chicago decided to apply as a region for the Apprenticeship Expansion Program Notice of Funding Opportunity. She noted that funding for Regional Apprenticeship Navigators is intended to support business outreach with employers and workforce professionals to expand the use of apprenticeship as a work-based learning strategy. Grant Applications will be accepted through September 17, 2018.

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

VIII. Illinois Workforce Innovation Board..... Andrew Warrington
1. IWIB Quarterly Fall Meeting – September 20, 2018
No discussion took place.

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
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 to standardize work across the region. Member Serino has engaged a local employer from UPS in Lake County.

1. Illinois Tollway Workforce Development Technical Assistance Initiative Grant
Member Serino noted that the Workforce Development Department continues to work with the Chicago Cook Partnership to complete deliverables outlined in the Illinois Tollway Workforce Development Technical Assistance Initiative.

X. Updates & Information

1. Grant Expense Report – July 2018 [Handout](#)
Member Serino reviewed the Grant Expense Report with Committee. She noted that grant expenditures are compliant with WIOA requirements. She explained that access to the WIOA PY'18 Grant funds was not available in July, so costs could not be posted against it during that month. Also, thought WIOA requires that 75% of youth funds be spend on Out-of-School Youth, the State released a two-year waiver reducing the requirement to 50% so that more funds may be spend on In-School Youth.

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

1. Employer Connections Committee
• Lake County Partners: 4th Quarter Business Outreach Program Metrics
• Workforce Development: 4th Quarter Business Service Outcomes
• College of Lake County: Manufacturing Month Calendar of Events
• Strategic Plan Report Preparation
Member Stoneman noted that the Employer Connections Committee has identified event-based activities that focus on employer relationships as the preferred strategy for business engagement. She noted that October is Manufacturing Month in Illinois and that her Committee is working on coordinating efforts.

2. Talent Pipeline Committee

- Waukegan to College Presentation
- Illinois Workforce Partnership: Registered Apprenticeship Program Intermediary Statewide Initiative
Member Hammerlund noted that Waukegan to College delivered a presentation at the Talent Pipeline Committee to highlight talent pipeline programs offered to young adults. The organization is in the process of completing their strategic plan and asked for feedback from Committee concerning their workforce development strategy built on soft-skills development, career pathway awareness, and engagement of youth support networks. Committee affirmed strategies are consistent with Committee recommendations and work.

3. Operations Committee

- The Job Center of Lake County 4th Quarter Activity Report
- One-Stop Center Continuous Improvement Annual Report
Member Crivlare noted that Committee reviewed several reports concerning the Job Center of Lake County. She identified a few examples of how the One-Stop Operator Consortium continues to address areas of improvement and implement best practices to serve job-seekers and employers.

XII. Executive Committee Strategic Plan

1. Communication Plan

- Board-Sponsored Events

The lengthy discussion took place around the coordination of Board activities for Manufacturing Month with activities planned by the Workforce Ecosystem and the College of Lake County.

XIII. Upcoming Board & Committee Meetings

1. Workforce Development Board Meeting – September 27, 2018 at 8:00 AM

The meeting will be held at Siemens Building Technologies in Buffalo Grove, IL.

2. Executive Committee Meeting – October 3, 2018 at 8:15 AM

The meeting will be canceled.

XIV. Adjournment

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

The meeting was adjourned at 9:21 AM.