

**Lake County Workforce Development Board
Meeting Minutes
Thursday, September 27 2018 at 8:00 AM
Siemens Technologies, 1000 Deerfield Parkway, Buffalo Grove, IL
Building 1000, Room K8**

Attachments are available upon request: WorkforceBoard@LakeCountyIL.gov

Present: Chairwoman Jennifer Harris, Kurt Beier, Greg Burns, Sam Cade, Kevin Considine, Laura Crivlare, Tim Dempsey, Emily Garrity, Chris Hammerlund, Dennis Kessler, Edward Melton, Ali O'Brien, Carlotta Roman, Arlene Santos-George, Jennifer Serino, Karen Stoneman, Andrew Warrington

Absent: Jack Borre, Tony Figueroa, Sandy Hart (absence due to conflict with Lake County Board appointed duties), Susan Huwe, Scott Jones, Noelle Kischer, Kristi Long, Lacie Mayer, Pete Olson, Eugene Roberson, Patrick Statter, Roycealee Wood

I. Call to Order Jennifer Harris, Board Chair
Chairwoman Harris called the meeting to order at 8:13 AM. A quorum was present.

II. Approval of Minutes – June 28, 2018 [Attachment A](#)

Action: A motion was made by Member Dempsey, seconded by Member Considine, 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 Board Coordinator. 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 through October, 2018.

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.

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

VI. New Business
1. Presentation
Lake County Workforce Development Board Strategic Plan – Employer Connections Committee

- Strategic Plan Dashboard [Handout](#)
- Ecosystem: Manufacturing Month Activities

Member Stoneman—Employer Connections Committee Chairwoman—and Demar Harris from Workforce Development presented activity completed to date by the Lake County Workforce Ecosystem, the Employer Connections Committee, and the Workforce Development Board as outlined in the Board’s Strategic Plan. The presentation highlighted local employers in Lake County who are at each of the five levels of business engagement; stages are rooted in the development of relationships. Workforce Ecosystem partners announced organizational events for Manufacturing Month occurring in October 2018.

This item was presented.

2. **Action Item**

Attachment B

Endorse the Adult Education Area Planning Council FY19 Plan based on recommendation from the Operations Committee.

Member Santos-George 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 Melton, seconded by Member Crivlare, to endorse the Adult Education Area Planning Council FY19 Plan based on recommendation from the Operations Committee. Member O’Brien abstained. The motion carried.

3. **Action Item**

Approve Negotiated PY18 and PY19 WIOA Performance Goals

Attachment C

Member Serino explained that the State must negotiate with local areas to establish performance goals. On September 4, 2018, the Department of Commerce and Economic Opportunity (DCEO) proposed goals for LWIA 1. DCEO negotiated local performance goals with the Workforce Development Director and Program Director during the week of September 10, 2018. She reviewed the final negotiated PY2018/2019 Performance Goals. She noted that the Workforce Development will not be reporting against the goals until 2020.

Action: A motion was made by Member Dempsey, seconded by Member Stoneman, to approve Negotiated PY18 and PY19 WIOA Performance Goals. The motion carried.

4. Update

Illinois Workforce Partnership Workforce Development Awards

Attachment D

- 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.

5. Update

2018 Lake County Summer Youth Employment Program

Attachment E

Jennifer Everett provided a review of the successes of the 2018 Lake County Summer Youth Employment Program. Mrs. Everett noted that Workforce Development will likely attempt a different onboarding strategy next year to abate attrition due to youth obtaining employment before the program starts.

VII. Committee Reports Committee Chairs

1. Executive Committee

- Committee met August 1, 2018 and September 5, 2018
- Approved PY18 Workforce Innovation & Opportunity Act Grant Budget and Plan
- Grant Expense Report – July 2018

Attachment F

Chairwoman Harris provided members a report detailing activity and information from the Executive Committee. She noted Attachment F was updated to reflect accurate funding amounts for the PY18 WIOA Grant.

2. Employer Connection Committee

- Committee met August 21, 2018
- Reviewed Initial Certification of Eligible Training Provider and Programs – COMNet Group Inc.
- Lake County Partners: 4th Quarter Business Outreach Program Metrics
- Workforce Development: 4th Quarter Business Service Outcomes
- The Workforce Brief: September 2018

Handout

Member Stoneman provided a report detailing activity and information from the Employer Connections Committee. She noted that the Workforce Brief from Workforce Development is included in the packet.

3. Talent Pipeline Committee

- Committee met August 15, 2018
- Waukegan to College presentation
- PY18 Workforce Innovation & Opportunity Act Youth Services Contracts
- Statewide Initiative: Workforce Development registering as DOL Apprenticeship Sponsor

Member Hammerlund provided a report detailing activity and information from the Talent Pipeline Committee. Member Serino noted the industry and credential associated with each youth service contractor programs.

4. Operations Committee

- Committee met August 13, 2018
- Job Center of Lake County: 4th Quarter Activity Report
- One-Stop Center Continuous Improvement Annual Report

Member Crivlare provided a report detailing activity and information from the Operations Committee. She noted that the Illinois Department of Rehabilitation Services will present a program overview in November 2018.

VIII. Updates & Information

1. National Association of Workforce Boards Jennifer Harris

- Board Meeting – July 19-21, 2018

No discussion took place.

2. Illinois Workforce Innovation Board Andrew Warrington

- Quarterly Fall Meeting – September 20, 2018

No discussion took place.

- 3. Workforce Partners of Metropolitan Chicago Jennifer Serino
 - Regional Strategic Planning, Core Partner Engagement, and Industry Sector Work – TDL

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. The group seeks to hire a coordinator to coordinate strategic plan operational elements.

- Illinois Tollway Workforce Development Technical Assistance Initiative Grant

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

- DCEO Apprenticeship Expansion NOFO – Regional Navigator

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. The WPMC will apply as a region for the Apprenticeship Expansion Program Notice of Funding Opportunity. Grant Applications will be accepted through September 17, 2018.

- 4. Lake County Partners Kevin Considine
 - Economic Development Update

Member Considine provided an update on economic activity occurring in Lake County, including: joint educational initiatives with local high schools, the development of expanded transportation options for Lake County residents, the relocation and retention of a major companies relevant to Lake County.

IX. Next Regular Meeting – November 29, 2018

X. Adjournment

A motion was made by Member Crivlare, seconded by Member Beier, that this meeting be adjourned.

The meeting was adjourned at 9:05 AM. A tour of Siemens Building Technologies was offered.