



MISSION

To ensure a workforce is equipped for today and prepared for tomorrow.

VISION

To be the leader of the Lake County workforce system that produces a highly skilled workforce and powers the region's economic vitality and quality of life.

**Workforce Development Board
Meeting Agenda**

Thursday, February 25, 2021 at 8:00 AM

Zoom Meeting URL:

<https://zoom.us/j/94927410246?pwd=a1pOMDdqVzVqU2srUFNHREw5LzM4UT09>

- I. Call to Order**Andrew Warrington, Chairman
- II. Public Comment**
- III. Chairman’s Report**Andrew Warrington
 - Lake County Workforce Development Board Elections - June 24, 2021
 - Welcome Ann Maine (District 21) Lake County Board Member
- IV. Consent Agenda Items**
 - Approve:**
 - November 2020 Board Meeting Minutes Attachment A.1
 - Modifications of Lake County Workforce Development Board Service Policy 17- Incentives. Attachment A.2
 - Updated 2021 Board meeting Calendar Attachment A.3
 - Review:**
 - Lake County Workforce Development Brief: [Workforce-Brief-vol-21-ed-1-PDF \(lakecountyil.gov\)](#)
 - Lake County Workforce Development December 2020 Grant Expenditure Report Attachment A.4
 - Lake County Workforce Development December 2020 Contract Report Attachment A.5
- V. Action Item**
 - Approve the 2021 WIOIA In School Youth Career Crossroads Pilot Program and reallocating unspent 2019 WIOA Youth grant funds for the development and execution of the pilot programs with six Lake County High Schools. Attachment B
- VI. National Association of Workforce Boards (NAWB) Update**
Presenter: Ron Painter, President and CEO

VII. Workforce Board Strategic Plan

- Create a culture of equitable prosperity
 - Equity Task Force
 - Carlotta Roman and Emily Garrity, Equity Task Force Co-Chairs
- Continue to be the Workforce Innovative Leader
 - Marketing and Communication Plan
 - [Pat Davis Design Group](#), George Dimotakis, President & CEO

VIII. Updates and Information

- Illinois Workforce Innovation Board (IWIB)
- Workforce Partners of Metropolitan Chicago

IX. Next Board Meeting

- Workforce Development Board Meeting – Thursday, April 29, 2021 at 8:00AM

X. Adjournment



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**Workforce Development Board
Minutes**

Thursday, November 19, 2020 at 8:00 AM

Zoom Meeting URL:

<https://zoom.us/j/91743867332?pwd=L0pVYzRKTEN5VIU3V3JHRWVITXVzQT09>

Present: Chairman Andrew Warrington, Vicechair Stoneman, Kevin Considine, Laura Crivlare, Michael Darling, Tim Dempsey, Carrie Espinosa, Josh Fisher, Emily Garrity, Chris Hammerlund, Jennifer Harris, Dennis Kessler, Edward Melton, Noelle Kischer, Kristi Long, Kathryn Nellis, , Carlotta Roman, Arlene Santos-George, Michael Rummel, Carla Schroeder, Jennifer Serino, Patrick Statter, Lori Suddick, Kim Wimer, Roycealee Wood

I. Call to Order Andrew Warrington, Chairman

Chairman Warrington called the meeting to order at 8:02 AM.

A roll call was made, and a quorum was present.

II. Public Comment

No public comment was made.

III. Chairman's Report Andrew Warrington

- Welcome to the New Lake County Workforce Development Board Members

Chairman Warrington welcomed and introduced the new members that include:

- o *Michael Darling, Owner – Farmers Insurance*
- o *Carrie Espinosa, Owner – Horizon Benefit Services*
- o *Josh Fisher, President/Owner – Fisher Paper Products*
- o *Carla Schroeder, Talent Acquisition Director – Consumers Credit Union*

- New Board Member Orientation Session – December 2, 2020 at 8:15AM

Chairman Warrington shared that to better onboard the new LCWDB members, Tim Dempsey will lead the planning efforts for the LCWDB New Member Orientation Session. To ensure current board members can attend and participate, it will be scheduled for December 2nd at 8:15AM (via Zoom) in lieu of the December Executive Committee meeting. Please attend if your schedule allows.

IV. Consent Agenda Items

Approve:

- September 2020 Board Meeting Minutes Attachment A.1
- 2021 Board and Committee Meeting Schedule Attachment A.2
- Modification to Policy 1: Procurement Attachment A.3
- Job Center of Lake County Memorandum of Understanding Required Revisions Attachment A.4
- Modifications to the LCWDB WIOA Local Plan - Chapter 5: Performance Goals and Evaluation Attachment A.5
 - PY'20/'21 Local Performance Goals

Review:

- Workforce Board Brief Attachment A.6

Action: A motion was made by Member Stoneman, seconded by Member Harris that the Consent Agenda be approved.

A rollcall vote was made, and the motion carried.

V. Action Item

- Approve the modifications of the Lake County Workforce Development Board By-Laws updating the Committee structure with the addition of a Finance and Compliance Committee.
 - Article V, Section 1 Committees and Section 7 Description and Duties of the Finance and Compliance Committee

Action: A motion was made by Member Melton, seconded by Member Kischer, to approve the modifications of the Lake County Workforce Development Board By-Laws updating the Committee structure with the addition of a Finance and Compliance Committee.

A rollcall vote was made, and the motion carried.

VI. United Way of Lake County 211 Update

Presenter:

Julie Gordon, Board member, United Way of Lake County

Chairman Warrington welcomed Julie Gordon, United Way of Lake County Board member. Julie is here today to give us an update of the first year of 211 here in Lake County. The full presentation can be found [here](#).

VII. Success Stories

Chairman Warrington shared that he wished to end the year on a positive note by highlighting some successes from Workforce Development and our partners during this vital and difficult time in our community. Three success stories were shared with the Board. You can find the presentation [here](#).

- **Abbott Laboratories Hiring Event**

Presenters:

Shyrl Hoover, Senior Director of Projects, Abbott Laboratories
Jeff Hubert, Employment Specialist, Lake County Workforce Development

- **Transform Lake County**

Presenter:

Jesus Ruiz, Dean of Lake Shore Campus, College of Lake County

- **USDOL Dislocated Worker Training Grants – Contract Tracers**

Presenters:

Jennifer Serino, Director, Lake County Workforce Development

Claire Cody, Career Specialist, Lake County Workforce Development

VIII. Workforce Board Strategic Plan

- Create a culture of equitable prosperity

- o Equity Task Force Update

Member Roman and Garrity gave an update on the Inclusive Leadership Institute.

- Continue to be the Workforce Innovative Leader

- o Communication and Marketing Request for Proposal

Laura Gergely shared that the RFP process is coming to an end and an announcement will be shared in December.

IX. Business and Finance Office Update

- Lake County Workforce Development Grant Expenditure Report

Attachment C

- Lake County Workforce Development Contract Report PY19 and PY20

Attachment D

Member Serino reviewed the current Business Reports with the committee and stated that the new Finance and Compliance will start doing a deeper dive in both reports in 2021.

X. Next Board Meeting

- Workforce Development Board Meeting – Thursday, February 25, 2021 at 8:00AM

Board Chairman announced the next meeting will be on February 25, 2021 via Zoom.

XI. Adjournment

A motion was made by member Kessler and seconded by member Hammerlund that the meeting be adjourned.

The meeting was adjourned at 9:28 AM.

Lake County Workforce Development Board

February 25, 2021

ACTION

Approve the modifications of the Lake County Workforce Development Board Service Policy 17- Incentives.

BACKGROUND

20 CFR § 681.640 states that incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. Cash incentives can be effective tools to encourage participation in activities which lead to improved skills and to the achievement of academic, employment and leadership goals and positive outcomes. The Workforce Innovation Opportunity Act (WIOA) service provider may provide such incentives through the use of stipends and bonuses.

The intention of this policy modification is to align the subrecipients new program design with the existing policy while increasing the maximum incentive a youth can receive to \$1500. The new program design states that youth stipends are an allowable program element. The budget agreed allows for each participant to be eligible to earn up to \$1500 in stipends – up to \$500 for enrolled training activities and up to \$1000 for work-based learning.

POLICY 17: Incentives

Recommended Modification

POLICY 17: Incentives

I. Purpose

This policy communicates the incentive policy for WIOA eligible youth enrolled and participating in WIOA Youth Programs. Subrecipients who serve youth are subject to the requirements outlined in this policy.

II. References

Uniform Guidance at 20 CFR § 681.640

III. Terms

Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences.

IV. Policy

1. Local Program Requirements

- a. According to 20 CFR § 681.640, incentives are allowable expenses for WIOA youth participants. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are:
 - i. Made to participants enrolled and participating in WIOA-approved programs;
 - ii. Based on the achievement of program milestones tied to the goals of the training and work experience activities;
 - iii. Outlined in written procedures before the commencement of the program; and
 - iv. Aligned with the local program's organizational policies.
- b. Subrecipients incentive policies and procedures must adhere to this policy.
- c. Documentation of attendance, achievement, milestone success is required to receive an incentive payment.
- d. The maximum incentive a youth can receive is ~~\$500~~ \$1500.

LAKE COUNTY WORKFORCE DEVELOPMENT BOARD AND COMMITTEE 2021 SCHEDULE

Workforce Development Board – 8:00 a.m.

February 25
April 29
June 24
September 30
November 18

Executive Committee – 8:15 a.m.

January 6
February 10
March 10
April 14
May 12
June 9
July 14
August 11
September 8
October 13
November 10
December 8

Operations Committee – 9:00 a.m.

January 11
March 8
May 10
August 9
October 11

Employer Connections Committee – 9:00 a.m.

March 16
August 17
October 19

Talent Pipeline Committee – 9:00 a.m.

March 17
August 18
October 20

Joint Employer Connections and Talent Pipeline Committee – 9:00 a.m.

January 19
May 19

Finance and Compliance Committee – 9:00 a.m.

February 16

Workforce Development Grant Expenditure Report (DEC 2020)

Workforce Innovation and Opportunity Act Grant

Youth - Adult - Dislocated Worker	Cost Category	Allocation	Certified Costs	Obligations*	Percentage
PY'20 Grant (July 2020 - June 2022)	Administration	658,087	146,845		22.3%
	Youth	1,886,737	321,323	435,575.96	40.1%
	Adult	1,783,624	486,355	224,622.01	39.9%
	Dislocated Worker	2,252,430	923,222	268,860.51	52.9%
	Total	6,580,878	1,877,744	929,058	42.7%

WIOA Compliance		
	Goal	%
YOS	50%	17%
W/E	20%	3%
Training	50%	56%
Cost/Ob	80%	42.7%

Workforce Innovation and Opportunity Act Grant

Youth - Adult - Dislocated Worker	Cost Category	Allocation	Certified Costs	Obligations*	Percentage
PY'19 Grant (July 2019 - June 2021)	Administration	457,698	457,698.00		100.0%
	Youth	1,277,905	793,531.34	4,672.14	62.5%
	Adult	1,232,040	1,232,040.00		100.0%
	Dislocated Worker	1,649,351	1,544,621.09	89,712.00	99.1%
	Total	4,616,994	4,027,890	94,384	89.3%

WIOA Compliance		
	Goal	%
YOS	50%	60%
W/E	20%	23%
Training	50%	56%
Cost/Ob	100%	89.3%

Opioid Grant

OPIOD'19 (October 2019 - June 2021)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	105,766.00	46,676.02	57,359.00	98.4%

Rapid Response Trade Case Management (WIOA)

CM'19 (July 2019 - June 2021)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	45,239.00	44,829.00		99.1%

Trade Act Grant (TAA)

TAA'18 (October 2019 - September 2020)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	147,016.88	124,530.01		84.7%

Dislocated Worker Training Grant

NEG'18 (January 2019 - December 2020)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	320,170.00	320,170.00		100.0%

Disaster Relief Employment Grant

(June 2020 - March 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	1,223,650.00	185,198.25	698,178.10	72.2%

Employment Recovery Grant

(June 2020 - March 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	298,011.00	29,516.24	84,986.00	38.4%

Layoff Aversion Grant

(June 2020 - June 2021)	Cost Category	Budget	Certified Costs	Obligations	Percentage
	Total Budget	123,942.26	113,513.91		91.6%

Regional Workforce Board Technical Assistance Grant

(June 2020 - March 2022)	Cost Category	Budget	Certified Costs	Obligations	Percentage
	Total Budget	166,005.00	52,162.50		31.4%

Tollway ConstructionWorks Grant

(September 2018 - August 2021)	Cost Category	Budget	Certified Costs	Obligations	Percentage
	Total Budget	63,739.00	33,110.88		51.9%

College of Lake County Transform Lake County Grant

(September 2018 - August 2021)	Cost Category	Budget	Certified Costs	Obligations	Percentage
	Total Budget	32,564.00	7,993.69		24.5%

Certified costs for December 2020 reported on January 20, 2021. Obligations reported quarterly.

Lake County Workforce Development Board

Expenditure Oversight Annual Report

Q2 PY20

July 1, 2020 - June 30, 2021

WIOA Youth Program		
Contractor	Contractual Amt	Expended Amt
EMPLOYEE CONNECTIONS	100,000	27,471
COMMUNITY WORKS	100,000	26,193
FIRST INSTITUTE	100,000	3,755
NCCHS	86,528	11,299
YCC	49,118	12,615

WE Program		
Employer	Contractual Amt	Expended Amt
SALEM STAFFING	1,158,058	200,031
LCWD	232,225	73,769
IT EXPERTS	106,000	67,810
BLACK CHAMBER OF COMMERCE	18,750	-
ELENI'S COOKIE COMPANY	18,000	6,390
GIO NAILS	18,000	-
SAI INFUSION TECHNOLOGY	33,500	6,617
THERMOHELP	15,000	-

Individual Training Account		
Training Provider	Contractual Amt	Expended Amt
160 DRIVING ACADEMY	112,850	87980
ABLE CAREER INSTITUTE	21,000	14000
AMBRIA COLLEGE OF NURSING	2,922	2922
AMERICARE TECHNICAL SCHOOL	4,000	4000
AQUARIUS INSTITUTE	20,000	20000
B & DA INC	5,000	5000
BULLDOG DRIVING SCHOOL	5,000	5000
CHICAGO PROFESSIONAL CENTER	14,000	7000
COLLEGE OF LAKE COUNTY	41,968	28535
COLUMBIA COLLEGE - Crystal Lake	3,375	0
COMNET	33,325	33325
COMPUTER TRAINING SOURCE	28,000	21000
DEPAUL UNIVERSITY	1,895	1300
DIRECTIONS TRAINING CENTER	7,000	7000
HARPER COLLEGE	1,637	1452
ILLINOIS INSTITUTE OF TECHNOLOGY	2,650	2650
INTERNATIONAL CAREER SCHOOL	4,479	4479
IT EXPERT SYSTEM, INC	63,000	63000
KOTRA TRUCK DRIVING SCHOOL	125,798	91300
LEGACY INSPECTION TRAINING	1,735	1595
MANAGEMENT & INFORMATION TECHNOL	50,198	35198
MICROTRAIN TECHNOLOGIES	173,265	146066
MILDUN TRAINING CNTR	48,000	42000
NORTH SHORE COLLEGE	32,019	22019
OAKTON COMMUNITY COLLEGE	671	671
RASMUSSEN COLLEGE - ROCKFORD	366	366
STATE CAREER COLLEGE	53,450	53450
SYMBOL JOB TRAINING INC	69,650	69650

OJT Program		
Employer	Contractual Amt	Expended Amt
ELENI'S COOKIE COMPANY	30,850	7,536
NORTH SHORE SPINAL	26,630	-
SWAGGER FOODS	24,240	8,077
STEPPING STONES NETWORK	18,030	12,260
BLACK CHAMBER OF COMMERCE	15,000	2,363
WAUKEGAN HOUSING AUTHORITY	12,830	767
COLBORNE FOODBOTICS	12,750	5,651
HORIZON BENEFIT SERVICES	9,750	3,778
SUPERIOR MEDICAL SOLUTIONS	9,000	7,164

IWT Program		
Employer	Contractual Amt	Expended Amt
AUTOWARES GROUP	12,600	7,320

Lake County Workforce Development Board

February 25, 2021

WIOA Youth High School Career Crossroads Pilot Project

Action:

Approve the 2021 WIOA In School Youth Career Crossroads Pilot Program and allocating unspent 2019 WIOA Youth grant funds for the development and execution of the pilot programs in partnership with six Lake County High Schools.

Summary:

Workforce Development responded to the need of area high schools to connect high school students with employers, labor market information and workplace skills training by developing the Career Crossroads program in 2018. Workforce Development delivered Career Crossroads in three high schools to over 300 students and parents connecting them with 30 employers and training providers.

Based on the success of this program design to connect high school students with industries and businesses, Workforce Development has partnered with high schools to expand and fund the program as a pilot - WIOA In School Youth High School Career Crossroads Pilot Program. Workforce Development is working with six Lake County high schools, selected based on poverty rates, and is developing programming and solutions to deliver work readiness training to high school students in a virtual environment.

The pilot program will fund high schools to deliver the program in conjunction with Workforce Development to seniors on track to graduate and transition into employment and/or post-secondary training/education. Workforce Development will work alongside the high schools and classroom teachers to identify WIOA eligible youth – seniors in high school with a documented Individualized Education Program (IEP) and deliver job readiness workshops, job-clubs and connection to industries and employers. Students will be eligible to earn stipends based on completion of workshop modules and work readiness deliverables.

The following schools are engaged in the development and implementation of this pilot project:

1. Antioch Community High School
2. Lakes Community High School
3. Mundelein High School
4. North Chicago Community High School
5. Round Lake Area High School
6. Waukegan High School

Budgets being negotiated

Workforce Development	3 contingent workers hired through Salem Staffing -Program coordinator -Program assistant (2)	\$82,000
High School staffing		\$49,110
Youth Stipends/Wages	Maximum of \$1,000 earned in stipends	\$73,000
	Total	\$204,110

Proposed budgets	Staff/Supplies	Stipends/Wages	Students
Antioch Community High School	1,300	10,000	10
Lakes Community High School	1,300	10,000	10
Mundelein High School	5,835	10,000	10
North Chicago Community High School	8,475	12,000	12
Round Lake Area High School	26,200	21,000	12
Waukegan High School	6,000	10,000	10
Workforce Development	82,000		