

**Lake County Workforce Investment Board
Meeting Agenda**

Thursday, June 25, 2015 -- 8:00 AM

Lake County Federation of Teachers Hall; 248 Ambrogio Dr.; Gurnee, IL

I. Call to Order

II. Approval of minutes

III. Public Comment

IV. Chairman's Report

V. Presentations

1. Recognition for Outgoing WIB Chairman Todd Mundorf

VI. Old Business

VII. New Business

2. Approval of PY2015 Plan and Budget
 - Staff received the PY2015 allocations from DCEO on June 1st.
 - The process for accepting and approving the new allocations has been modified by DCEO for this cycle while implementation policies for WIOA are being developed.
 - Submission of an updated local plan is required only if significant changes are being presented including new activities that were not previously included in the current plan or if changes are made that impact service delivery.
 - Following discussion, the Executive Committee directed that staff continue using the current strategies and initiatives during the coming year while working to develop new strategies as permitted under WIOA.
 - The Public Comment period concludes on July 12th.
 - Staff will briefly review the budget materials that will be submitted as required by DCEO.
 - Motion to approve budget and submission of PY2015 materials including any comments received by end of Public Comment period.

VIII. Committee Reports

3. Marketing & Employer Linkages Committee
 - Received updates on website analytics, private sector engagement for the 2015 Summer Youth Employment Program and WIOA implementation.

4. Youth Council
 - Discussed schedule for approving In-School and Out-of-School contracts given receipt of PY2015 program funds.
 - Reviewed the draft 2015 State of Youth Report.
 - Received update on Summer Youth Employment Program and private sector involvement.
5. Executive Committee
 - Reviewed draft By-Law Amendments and discussed budget for Workforce Board activities during PY2015 including development of new local and regional plan.
 - Reviewed draft Youth Report and received update on Summer Youth Employment Program.
 - Briefed on infrastructure improvements to be completed at Job Center.

IX. Staff Report – Information only

6. NAWB Update
7. Lake County Partners Update
8. Renewal of Youth Contracts for 2015-2016
 - Workforce staff is working with existing providers for In-School and Out-of-School programs to develop new contracts for 2015-2016 in accordance with WIOA regulations and the new PY2015 funding allocations.
 - Due to timing, staff is working with the Purchasing Division to extend the current agreements to the end of July in order to provide time to modify agreements to be in alignment with WIOA requirements.
 - The Youth Council indicated that it will be available to hold a Special Meeting in July to review the results of those negotiations and make a recommendation regarding programs to be funded during PY2015.
9. 2015 State of the Youth Report
 - Staff presented a draft of the State of the Youth Report for 2015 to the Youth Council and Executive Committee.
 - The Board will be briefed on the report and provided an opportunity to comment prior to the report being finalized.
 - An electronic copy of the report is attached to the agenda .
10. 2015 Summer Youth Employment Program
 - Staff will provide an update on this year's Summer Youth Employment Program including the business work experience pilot project.
11. Workforce Innovation and Opportunity Act (WIOA) Update.
 - Staff will provide an update on recent WIOA activities.

- Notification of Initial Designation of a Workforce Area for Lake County was received on June 19th from the State.
- Staff submitted the required paperwork seeking initial designation of Lake County as a local workforce area. No decision on that request has been received from the state.
- Staff will also be preparing modifications to Board policies for consideration at an upcoming meeting. There is discussion among other workforce areas across the state that DCEO may assist with developing policies revisions based on the new WIOA regulations.

12. Program Recertifications
 - The list of recently recertified programs is provided.
 - Under WIOA, all training programs will have to be recertified before the end of the year.
 - DCEO is working to finalize their policy and the required forms for use.
 - Staff will be working with the training providers on their certification under the new standards after they are finalized.

13. By-Law Amendments
 - As part of WIOA implementation, the Executive Committee discussed draft modifications to the Board's By-Laws.
 - A copy of the draft will be distributed electronically for Board consideration at a future special meeting of the Board.

14. Assignment to Board

15. Other Discussion Items – Special Meeting in July

X. Next Regular Meeting – September 24, 2015

XI. Adjournment

Lake County Workforce Investment Board

Meeting Minutes

Thursday, April 23, 2015 -- 8:00 AM

Lake County Federation of Teachers Hall; 248 Ambrogio Dr.; Gurnee, IL 60031

Present: Jack Borders, Sam Cade, Timothy Dempsey, Tony Figueroa, Emily Garrity, Jennifer Harris, Sue Huwe, Dennis Kessler, Noelle Kischer-Lepper, Todd Mundorf, Audrey Nixon, Ali O'Brien, Carlotta Roman, Arlene Santos-George, Jennifer Serino Stasch, Patrick Statter, Michael Stevens, Karen Stoneman, Andrew Warrington, Jerry Weber, Roycealee Wood

Absent: Kurt Beier, Jack Borre, Greg Burns, Chris Hammerlund, Halina Krajcer, Kristi Long, Maria Martinez-McKinley, Edward Melton, Pete Olson, Bonnie Schirato, Victoria Schofield, Ann Willits

Staff: Gary Gibson, Bethany Williams, Jennifer Everett, Demar Harris, Sondra Haney, Claudia Uribe

I. Call to Order

Upon a motion and second, Member Dempsey was elected to serve as Chairman Pro Tem. Member Dempsey called the meeting to order at 8:05am.

II. Approval of minutes

Upon a motion by Member Nixon, which was seconded by Member Kessler, the minutes were approved by a vote of the board.

III. Public Comment

None.

IV. Chairman's Report

2. Illinois Workforce Partnership Award Winner – James Cannon
The WIB would like to offer congratulations to James Cannon, winner of the Illinois Workforce Partnership Award for Individual Achievement. Mr. Cannon came to the Job Center while facing challenging circumstances during unemployment. He worked with staff to identify a career goal, completed truck driving training and is successfully employed. He received his award at the Governor's Mansion in Springfield on April 9. DCEO Director Jim Schultz helped to present the award.
3. 2014 Annual Report
The Annual Report is available online or in print. Contact Bethany Williams if you need more copies.
4. Training Provider Accountability Presentations

The session, which will feature training providers in the healthcare field will be Wednesday, April 29th from 8:30 – 10:00am at the Lake County Central Permit Facility.

VIII. Presentations

None.

IX. Old Business

None.

X. New Business

5. Election of Officers for 2015-2016

The Nominating Committee talked with two potential candidates for the role of Vice Chair and is suggesting Bonnie Schirato for Chair and Jennifer Harris as Vice Chair. Member Dempsey asked for any additional nominations from the membership three times. No further nominations were offered. Member Nixon made a motion to approve the slate as suggested by the Nominating Committee, which was seconded by Member Kessler and approved by a vote of the Board. Several members offered their congratulations for Vice Chair Elect Harris.

VIII. Committee Reports

6. Marketing & Employer Linkages Committee

Gary Gibson gave an overview of the Committee Reports.

7. Youth Council

Gary Gibson gave an overview of the Committee Reports.

8. Executive Committee

Gary Gibson gave an overview of the Committee Reports.

IX. Staff Report – Information only

9. NAWB Update

NAWB is awarding Senator Mark Kirk, among other legislators, an award for his work in the development and passage of the Workforce Innovation and Opportunity Act.

10. Lake County Partners LCP Update

Member Stevens shared that Business Intelligence Analyst Catherine Hesser has joined the team. She is in training and will be connecting with WIB and Workforce staff. LCP is entering into a contract with Sales University to increase the number of calls out to businesses to set initial appointments. As a general update on the Lake County economic landscape, Member Stevens shared that the industrial vacancy rate is at 8.4%, the office vacancy rate is up 3% (mainly due to the Motorola vacancy), and the retail vacancy rate is down 1.5%. CDW has made a commitment to stay in Illinois, rather than

moving to Wisconsin. Medline is expanding in to Lincolnshire, and BaxAlta, the spinoff of Baxter is going to be based in Banockburn.

11. Governor Rauner visit to Waukegan

Several WIB Members were able to attend the event with Governor Rauner on April 7th at the Genesee Theater. Lake County Partners appreciates the support of the WIB in making the event a success.

12. Renewal of Youth Contracts for 2015-2016

Because the amount of the PY 2015 allocations are not yet known, and DCEO will be putting out new guidance in the coming weeks, the Youth Council will hold a special meeting to consider the renewals of youth program contracts on Tuesday, May 12, 2015 at 4:00pm at the Job Center of Lake County in Waukegan.

13. Business Services Contract with Lake County Partners

As the contract with Lake County Partners approaches a renewal period, staff Gary Gibson led a discussion about a new set of goals and outcomes. He presented a matrix of potential focus areas and deliverables, which the Board discussed. Comments included trying to tighten up the gap for dislocated workers so that employers are recruiting directly at layoff events, supporting companies through growth and downsizing to limit gaps in employment for workers, the need to increase the target list and increase volume of attempted connections to yield actual connections, consider hosting a Talent Forum to get employers talking about their talent related issues, also consider small focus groups of employers to have intimate conversations about their needs. Kevin Considine will share the LCP survey with the Board Members. The group agreed to create a task force to determine appropriate deliverables and metrics. The task force will include Jennifer Harris, Andrew Warrington and Jerry Weber.

14. Youth Program Survey and Development of a State of the Youth Report

Bethany Williams shared presented a survey, which is being circulated to a list of community and education partners. The results will be compiled with a demographic profile of Lake County youth and compiled in a State of the Youth report. Bethany Williams will share the link to the survey as well as an example of a similar report from Will County with the members of the Council. Members should feel free to share the link with any other partner organizations.

15. 2015 Summer Youth Employment Program

Jennifer Everett shared that there were more than 800 applications and staff have been meeting with applicants and their families to review eligibility. There are 17 signed worksite agreements, three of which are new. Four WIB members will be working with youth in their offices this summer as part of a pilot program with private sector worksites. The program will begin June 15 and is targeted to run for 7 weeks.

16. Workforce Innovation and Opportunity Act (WIOA) Update.

Gary Gibson reviewed the WIOA transition work plan matrix and highlighted four priority areas of activity. First, in order to be designated as a workforce area Lake County will need to submit a form to DCEO. Gary has been providing feedback to DCEO on the draft form, which he expects to be finalized soon. Because of our historical performance and strong fiscal management, submitting the signed form will be the only step necessary to continue our status as a local area. DCEO is also working on guidelines for Board composition. Staff have developed a few scenarios that would meet the guidelines in the federal law, but the Governor may add additional required members. We will wait for final policy guidance from DCEO before making any changes to composition, but the deadline for compliance has shifted to September 30, 2015. Youth services contracts that will go into effect on July 1, 2105 will need to reflect the new requirements for work experience and the balance of in-school and out-of-school expenditures. Staff are working with the contractors to make sure they understand these requirements and are prepared to enter final contract negotiations as soon as the youth allocation is received. Lastly, while the initial guidance indicated that the WIB would need to procure a one-stop operator by July 1, 2015, new guidance from DOL has pushed that deadline back to July 1, 2017. DOL has issued a set of online planning tools, which staff and WIB members will be utilizing in the coming weeks to help further refine the transition plan.

17. Establishment of Task Force on School Engagement

Gary Gibson discussed the need to bring career and technical education opportunities back into high schools. He shared that Joanne Hughes from the Lake County Tech Campus High School talked about an opportunity to participate in an upcoming meeting with all area high school guidance counselors to discuss career pathways on April 29th.

18. Upcoming CLC Job Market Place Job Fair

Sylvia Johnson from College of Lake County's Office of Career and Placement shared that the Annual Job Marketplace job fair will take place on May 21, 2015 from 1:00 - 5:00pm. Over 80 employers will be participating.

19. Assignment to Board

None.

20. Other Discussion Items

None.

X. Next Meeting – June 25, 2015

XI. Adjournment

Upon a motion by Member Weber, which was seconded by Member Warrington, the meeting adjourned at 9:28am.

TO: Lake County Workforce Investment Board

FROM: Jennifer Serino-Stasch, Workforce Development Department Director
Gary Gibson, WIB Manager

SUBJECT: PY2015 Plan and Budget Approval

DATE: June 19, 2015

Leading into implementation of the new Workforce Innovation and Opportunity Act (WIOA), the Illinois Department of Commerce and Economic Opportunity (DCEO) has been working with local workforce areas to develop policies and procedures for consideration by the Illinois Workforce Investment Board. These will include incorporating new strategies and initiatives eligible for use by local workforce areas.

While those new policies are still being developed, DCEO has published a Policy Letter that modifies the procedures and required submission materials for acceptance of the PY2015 Program Year WIOA funds. The following information will: (1) detail the PY2015 process and (2) present the proposed PY2015 budget as developed following direction from the Executive Committee.

DCEO published the WIOA Title I Adult, Dislocated Worker, and Youth Activities Program Allocations for Program Year 2015.

- \$4,793,431 Lake County Allocation
- \$499, 647 total increase from PY14 WIA Allocations
- \$114,665,646 subtotal of all Local Workforce Areas
- Preparing the PY15 Grant Budget - The WIOA Grant has three funding streams: Adult, Dislocated Worker, Youth
- Each funding stream is budgeted separately
- The maximum 10% allowable for administration functions is budgeted from each funding stream
- Workforce Development and Workforce Board personnel and operations follow Lake County policies and is 100% budgeted to the WIOA grant. Workforce Development has a cost allocation plan that allocates all personnel and operations costs across the funding streams (including admin) based on the documented benefit to the grant funding stream.
- Lake County has a federally approved indirect cost rate that is charged to the WIOA grant against the administration pooled budget.
- DCEO has set policy that 40% of the Adult and Dislocated Worker program funds must be spent on direct training.
- WIOA set a requirement that 75% of the Youth program funds must be spent on Out of School Youth programs and activities.
 - o DOL has set policy and DCEO has reinforced this policy that during this year of transition, the Out of School Youth threshold needs to be at least 50% of the

- Youth program funds or where the previous year's Out of School Youth expenditure rate was greater than 50%, there needs to be at least 10% progress towards the 75% threshold.
 - Workforce Development calculated the PY14 Out of School Youth expenditure rate at 56% and is therefore recommending the Out of School Youth program funds be budgeted at 70%.
- WIOA set a requirement that 20% of the Youth program funds must be spent on work-based learning.

As directed by the Executive Committee, Workforce Development developed the attached PY2015 budget using current strategies and initiatives including renewing the current youth service program agreements for an additional twelve months.

- Administration – full 10% of total allocations budgeted at \$479,342
- Adult – Direct training costs budgeted at 52% (\$765,011) among current training strategies including Individual Training Accounts, Supportive Services, On the Job Training and Work Experience.
- Dislocated Worker - Direct training costs budgeted at 44% (\$581,784) among current training strategies including Individual Training Accounts, Supportive Services, On the Job Training and Work Experience.
- Youth In School – Total budget is 29% (\$445,617) of the Youth Allocation.
 - \$200,000 is the recommended budget for the In School Youth service provider budgets (30% reduction).
- Youth Out of School
 - \$530,000 is the recommended budget for the Out of School Youth service provider budgets (20% increase).
- Youth Work Experience – Total budget is \$296,800 (19%)

During the transition period to WIOA, DCEO is requiring that local areas only submit an updated local plan if they have significant changes, including any new activities that had not been included in the current local plan. Following consideration and approval by the WIB, staff will prepare the required submission materials to DCEO noting that:

- No significant changes including service delivery methods were being proposed;
- No Job Centers had been opened or closed during the past year;
- Current economic conditions, with the exception of the lower unemployment rate in the county, have not significantly changed;
- There are no policy changes that make significant changes to the current plan; and
- No significant discrepancies are observed between planned and actual participants funded by the grant funds.

Also required to be included with the submission materials will be any comments received during the Public Comment period which ends on July 12, 2015. Submission deadline for all required materials to DCEO is by the close of business on July 24, 2015.

College of Lake County	Desktop Support Technician-22CI
College of Lake County	Digital Media and Design AAS 23TB
College of Lake County	Early Childhood Education AAS 25EA
College of Lake County	Electrical Engineering Technology AAS 24ED
College of Lake County	Electrical Troubleshooting Technician Cert 24RL
College of Lake County	Electrical/Electronic Maintenance Cert 24EH
College of Lake County	Emergency and Disaster Management Cert 25EM
College of Lake County	Energy Audit AAS 24RO
College of Lake County	Entrepreneurship/Sm Business Management Cert 22BE
College of Lake County	Fire Science Technology AAS 25FB
College of Lake County	Gas Metal Arc Welding 24WN
College of Lake County	Gas Tungsten Arc Welding Cert 24WM
College of Lake County	General Human Services Cert 25HF
College of Lake County	Health Information Technology AAS 21HM
College of Lake County	Healthcare Office Assistant Cert 21ME
College of Lake County	Hospitality and Culinary Management - AAS 22FB
College of Lake County	Hospitality Manager Certificate 22FI
College of Lake County	Hospitality Supervisor 22FG
College of Lake County	Human Services - Adult Service AAS 25HC
College of Lake County	Human Services - Children and Adolescents Option AAS 25HB
College of Lake County	HVAC Light Commercial Cert 24RI
College of Lake County	Industrial Refrigeration AAS 24RB
College of Lake County	Industrial Refrigeration Cert 24RH
College of Lake County	Landscape Construction and Maintenance AAS 21HC
College of Lake County	Landscape Design AAS 21HB
College of Lake County	Landscape Maintenance Cert 21HH
College of Lake County	Lasers, Photonics and Optics Cert 24LA
College of Lake County	Library Public Services AAS 23LF
College of Lake County	Library Technical Assistant Cert 23LH
College of Lake County	Machine Tool Trades AAS 24MD
College of Lake County	Machine Tool Trades Certificate 24SM
College of Lake County	Magnetic Resonance Imaging Cert 21MR
College of Lake County	Marketing (Cert) 22BG
College of Lake County	Marketing AAS 22BC
College of Lake County	Mechanical Engineering Technology AAS 24MB
College of Lake County	Mechatronics Technology Cert 24ZB
College of Lake County	Medical Assisting AAS 21MD
College of Lake County	Medical Assisting Cert 21MA
College of Lake County	Medical Billing Specialist Cert 21HN
College of Lake County	Medical Imaging AAS 21MI
College of Lake County	Multimedia Communications Cert 23TH
College of Lake County	Natural Areas Management AAS 21HP
College of Lake County	Network Administration & Security AAS 22CD
College of Lake County	Network Administration and Security Cert 22CK

College of Lake County	Nursing AAS 21NC
College of Lake County	Office Application Specialist AAS 22CB
College of Lake County	Office Application Specialist Cert 22CG
College of Lake County	Office Professional Cert 22SN
College of Lake County	Paralegal Studies AAS 22PA
College of Lake County	Paralegal Studies Cert 22PB
College of Lake County	Personal Care Aide - VALH 12
College of Lake County	Pharmacy Technician - VALH 95
College of Lake County	Phlebotomy Cert 21MP
College of Lake County	Professional Accounting Cert 22AB
College of Lake County	Residential Air Conditioning Technician Cert 24RN
College of Lake County	Residential Heating Technician Cert 24RJ
College of Lake County	Shielded Metal Arc Welding Cert 24WO
College of Lake County	Social Media Certificate
College of Lake County	Supervision Cert BUS 22BK
College of Lake County	Surgical Technology Cert 21SD
College of Lake County	Technical Communication Cert 23TG
College of Lake County	Tool Mold Maker Phase III Cert 24SR
College of Lake County	Truck Driver Training
College of Lake County	Web Programmer AAS 22CJ
College of Lake County	Web Programming Cert 22CN
Computer Aided Technology, Inc.	CAD Productivity Tools
Computer Aided Technology, Inc.	CATalyst Now Premium
Computer Aided Technology, Inc.	CATalyst QuickStart
Computer Aided Technology, Inc.	Photorealistic Rendering Using SolidWorks and Photoview 360
Computer Aided Technology, Inc.	SolidWorks Assembly Modeling
Computer Aided Technology, Inc.	SolidWorks Administrator
Computer Aided Technology, Inc.	SolidWorks Advanced Surface Modeling
Computer Aided Technology, Inc.	SolidWorks Creating Animations Step-by-Ste Manual
Computer Aided Technology, Inc.	SolidWorks Drawings
Computer Aided Technology, Inc.	SolidWorks Essentials - CATI
Computer Aided Technology, Inc.	SolidWorks Flow Simulation
Computer Aided Technology, Inc.	SolidWorks Industrial Design Modeling
Computer Aided Technology, Inc.	SolidWorks Mold Design Training
Computer Aided Technology, Inc.	SolidWorks Motion
Computer Aided Technology, Inc.	SolidWorks Part Modeling
Computer Aided Technology, Inc.	SolidWorks Sheet Metal
Computer Aided Technology, Inc.	SolidWorks Simulation
Computer Aided Technology, Inc.	SolidWorks Student Edition Software
Computer Aided Technology, Inc.	SolidWorks Translation Techniques
Computer Aided Technology, Inc.	SolidWorks Weldments
Computer Aided Technology, Inc.	Workgroup PDM CAD User Training
Home Inspection Training Services	116 Professional Level Home Inspection Course
Kotra CDL Driving School	Advanced 240 hour CDL Truck Driving Program

LakeShore Campus
Northpointe Resources
Northpointe Resources
Northpointe Resources
Northpointe Resources
Northpointe Resources
Rosalind Franklin University of Medicine and
Science
State Career College
State Career College
State Career College

Dental Hygiene AAS 21DH
Introduction to Office Technology
Occupational Skills - Auto Porter/detailer
Occupational Skills Development -Housekeeping
Occupational Skills Training - Mail Services/shippingrec.
Utility Clerk Training Program/@Northpointe Resources
Health Administration

Basic Nursing Assistant Training Program
Chairside Assisting
Medical Assistant