



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, November 19, 2020 at 8:00 AM

Zoom Meeting URL:

<https://zoom.us/j/91743867332?pwd=L0pVYzRKtEN5VlU3V3JHRWVITXVzQT09>

- I. Call to Order**Andrew Warrington, Chairman
- II. Public Comment**
- III. Chairman's Report** Andrew Warrington
- Welcome to the New Lake County Workforce Development Board Members
 - Michael Darling, Owner – Farmers Insurance
 - Carrie Espinosa, Owner – Horizon Benefit Services
 - Josh Fischer, President/Owner – Fischer Paper Products
 - Carla Schroeder, Talent Acquisition Director – Consumers Credit Union
 - New Board Member Orientation Session – December 2, 2020 at 8:15AM
- 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

V. Action Item

Attachment B

- 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.
 - o Article V, Section 1 Committees and Section 7 Description and Duties of the Finance and Compliance Committee

VI. United Way of Lake County 211 Update

Presenter:

Julie Gordon, Board member, United Way of Lake County

VII. Success Stories

- **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
- Continue to be the Workforce Innovative Leader
 - o Communication and Marketing Request for Proposal

IX. Business and Finance Office Update

- Lake County Workforce Development Grant Expenditure Report
- Lake County Workforce Development Contract Report PY19 and PY20

Attachment C

Attachment D

X. Next Board Meeting

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

XI. Adjournment

**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 Minutes

Thursday, September 24, 2020 at 8:00 AM

Zoom Meeting URL:

<https://zoom.us/j/97442265364>

Present: Chairman Andrew Warrington, Vicechair Stoneman, Kurt Beier, Kevin Considine, Laura Crivlare, Tim Dempsey, Emily Garrity, Jennifer Harris, Chris Hammerlund, Dennis Kessler, Edward Melton, Noelle Kischer, Kristi Long, Kathryn Nellis, , Carlotta Roman, Arlene Santos-George, Michael Rummel, Jennifer Serino, Patrick Statter, Lori Suddick, Kim Wimer, Christian Wallis, Ginny Weekly, Roycealee Wood

I. Call to Order Andrew Warrington, Chairman

Chairman Warrington called the meeting to order at 8:16 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

- Strategic Agenda and Dashboard

Chairman Warrington noted that at the June Board meeting the 2020 – 2024 Strategic Plan was approved. This plan will be an active strategy to move the needle on our workforce development goals, instead of a document that sits on a shelf and collects dust. The Executive Committee has redesigned the Workforce Board and committee meetings to be more focused on the Strategic Plan and revitalized the agenda that mirrors that. You will see a larger consent agenda with the business actions included in the hope to have more time to create extra dialogue amongst the Board.

- [Illinois Workforce Partnership](#) - [Award Video](#)

Chairman Warrington announced that the Illinois Workforce Partnership (IWP) presents award winners from across the state. Each year, local workforce areas submit nominations and winners are selected by a panel of workforce professionals. This year due to the environment IWP has recognized all nominations in the video. The recognized individuals/business from LWIA 1 were:

Business Leader Award:

Advocate Aurora Healthcare

Innovation Award:

The WEST Program

Individual Achievement Award:

Jasmine Narvaez, Youth Participant

The award video was played to acknowledge the recipients.

- **Equity Task Force**

[Attachment A](#)

Chairman Warrington introduced the Equity Task Force and thank Carlotta Roman and Emily Garrity for agreeing to Co-Chair. He asked for volunteers to join the Task Force and shared that Laura Gergely will send a follow up email with the specifics. The Equity Task Force kick-off meeting is scheduled for Friday, October 9th at 9:00 AM.

IV. Consent Agenda Items

On behalf of the Lake County Workforce Development Board, Chairman Warrington thanked the Workforce Development team for all their hard work, flexibility and dedication always and especially during the past 6 months. Chairman Warrington noted that many of the items in the consent agenda demonstrate the best of this team and their ability to change gears and respond to the environment. He shared some of these successes before moving on to the Consent Agenda items – see below.

- *Launching all programming virtually and remotely to provide the customers an experience and service that is second to none.*
- *Two DCEO monitoring's were completed virtually with outstanding results.*
- *Continuing to serve our business community through innovative recruitment solutions including job fairs (Abbot drive-thru job fair) and working with laid-off workers.*
- *As a result of WFD's ambition, the Summer Youth Program, overnight, changed the platform and design to offer a Boot Camp that was impactful to the 80 plus youth involved.*
- *WF Policies have been reviewed and modified to better meet the needs of Lake County's vulnerable populations and individuals most impacted by Covid.*
- *In addition the team has stepped up to be part of Lake County Government's response including working on programs funded through the CARES act - Small Business Assistance Grant Program, volunteer coordination, Park District childcare and E-learning support, prepared with hiring strategies when an Alternative Care site (ACS) was being considered.*

Approve:

- Lake County Workforce Development Board June Meeting Minutes
- Regional and Local Plan required modifications
- Board Service Policy 15: Supported Services modifications as recommended by the Operations Committee
- Board Service Policy 14: Youth Eligibility Requirements Policy modifications as recommended by the Talent Pipeline Committee

[Attachment B.1](#)

[Attachment B.2](#)

[Attachment B.3](#)

[Attachment B.4](#)

Accept:

- US DOL Dislocated Worker Grant – Disaster Recovery Grant in the amount of \$1,223,650
- US DOL Dislocated Worker Grant – Employment Recovery Grant in the amount of \$298,011

[Attachment B.5](#)

[Attachment B.6](#)

Review:

- Summer Youth Program Update - [Work Readiness Bootcamp 2020](#)
- Illinois Department of Commerce and Economic Opportunity Monitoring Results
 - PY19 Fiscal and Program Combined Monitoring
 - Equal Opportunity Compliance Monitoring
- Lake County Workforce Development July 2020 Grant Expenditure Report
- Lake County Workforce Development PY19 Contract Report

[Attachment B.7](#)
[Attachment B.8](#)
[Attachment B.9](#)
[Attachment B.10](#)

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

A rollcall vote was made, and the motion carried.

V. State of Lake County - Presentation and Discussion

- Presenter: Connie Sharp, Workforce Development Specialist, [EMSI](#)
- Presentation slides can be found [HERE](#).

Chairman Warrington introduced Connie Sharp from EMSI. Connie presented on the State of Lake County.

Some takeaways:

- *The Lake County Workforce Development Board should be at the forefront of encompassing diversity, equity, and inclusion (“DEI”) into their governance and operations.*
- *Manufacturing, TDL, along with healthcare has a large presence in Lake County and will continue to have.*
- *Lake County is a very educated community with a large workforce.*
- *Automation is a necessity in order to respond to the aging workforce and meet supplier needs.*
- *The work of the Ecosystem partners is aligned and are making decisions off the same data sets.*

Some next steps:

- *We need clarity and seek additional data around manufacturing without the pharma sector included.*
- *Data sets are needed to show the disparities in Lake County – The Equity Taskforce will address this.*
- *The Workforce Board will continue to dissect the data to better understand our community, the gaps, and opportunities to make the biggest impact.*

VI. Workforce Board Strategic Plan

Member Serrino noted that Last week’s Talent Pipeline, Employer Connections and Operations Committee Meetings were focused on reviewing the new plan and strategizing on where each committee can make the most impact. This dialogue will take place again at the committee level in October and will be reported out to the Board in November.

- Increase industry-led workforce solutions
- Create a culture of equitable prosperity
- Develop solutions through career pathways
- Continue to be the Workforce Innovative Leader

VII. Next Board Meeting

- Workforce Development Board Meeting – Thursday, November 19th at 8:00AM

Board Chairman announced the next meeting will be on November 19, 2020 via Zoom.

VIII. Adjournment

*A motion was made by member Suddick and seconded by member Hammerlund that the meeting be adjourned.
The meeting was adjourned at 9:29 AM.*

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 3
March 3
April 7
May 5
June 2
July 7
August 4
September 1
October 6
November 3
December 1

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

Lake County Workforce Development Board

November 19, 2020

Action

Approve the Board Service Policy 1: Procurement Modifications

Background

The Workforce Innovation and Opportunity Act (WIOA) requires that all one-stop operators be selected or designated through a competitive process even if the Local Workforce Innovation Board (LWIB) is considering being an operator. Workforce Innovation and Opportunity Act mandates that the competitive process must be conducted at least once every four years. LWIA 1 concluded this process in 2018.

The agreement entered between the One Stop Operator Partner Consortium and the Lake County Workforce Development Board is in effect for up to four years scheduled to end on June 30, 2021.

In order to be in line with Workforce Innovation and Opportunity Act and the agreed timeline set fourth in the agreement it is the recommendation to change the timeline in the Procurement Policy to reflect the actual dates of the agreement.

POLICY 1: Procurement

POLICY 1: Procurement

I. Purpose

This policy ensures that procurement of services is conducted in a fair and open competitive environment.

II. References

TEGL NO. 15-16

2 CFR 200.319

III. Terms

None.

IV. Policy

1. General

All purchasing is governed by the Lake County Purchasing Ordinance.

2. Procurement Timeframe

- a. The WDB must select the OSO through a competitive process, as required by §121(d)(2)(A) of WIOA.
- b. The competitive process must be conducted no less than every four years.
- c. The OSO will be procured according to the following timetable:

i. July 1, ~~2017~~ 2018– June 30, ~~2021~~ 2022

ii. July 1, ~~2021~~ 2022– June 30, ~~2025~~ 2026

Lake County Workforce Development Board
November 19, 2020

LWIA 1 - Required Job Center of Lake County MOU Revisions

REQUIRED REVISIONS TO THE MEMORANDUM OF UNDERSTANDING			
<i>Page # of MOU</i>	<i>Citation of Required Content</i>	<i>Required Revisions</i>	<i>Workforce Board Response:</i>
Required Revisions in the MOU effective through June 30, 2023:			
3-4	Section 3 – VISION FOR THE SYSTEM Governor's Guidelines, Section 1, Item 1(b)	Required Revision: Please include a timeline of steps to implement aspects of the vision not currently in place within the current term of the MOU.	Workforce Board Response: The MOU narrative has been updated to reflect these changes: The Lake County Workforce Development Board and One-Stop Partners have agreed that throughout the duration of this MOU (July 1, 2020 – June 30, 2023) there will be a consistent emphasis and focus on the following 4 services and strategies...
5-6	Section 5 – MOU DEVELOPMENT (Governor's Guidelines, Section 1, Items 3-8)	Required Revision: Please demonstrate the engagement of required partners and the LWIB in reviewing both draft and final commitments, specifically including service locations as part of this review.	Workforce Board Response: The MOU narrative has been updated to reflect these changes:

REQUIRED REVISIONS TO THE MEMORANDUM OF UNDERSTANDING			
<i>Page # of MOU</i>	<i>Citation of Required Content</i>	<i>Required Revisions</i>	<i>Workforce Board Response:</i>
			As documented in the process, the partners meet on several occasions – at the Operations Committee, via conference calls, and individually to discuss and document the career service delivery, service locations, cost sharing arrangements, expectations and commitments.
6-11	Section 7 – DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (Sec. 121 (c)(2)(i)) (Governor's Guidelines, Section 1, Items 8(e)-(g)) (§ 678.500(b)(1))	Required Revision: Please specifically describe how each partner program's time commitment will ensure services are available during all business hours for each program (e.g., onsite service delivery through a 1 FTE commitment).	Workforce Board Response: The committed Partner's FTEs have been added to Section 7 of the PY20 MOU.
6-11, Service Delivery Method Attachment, Budget	Section 13 – COSTS AND COST SHARING OF SERVICES WIOA Section 121(c)(2)(ii) § 678.755 and § 678.760 Governor's Guidelines, Section 1, Item 1(c); Section 2	Required Revision: Section 7 and the Service Delivery Method Matrix state that MSFW services will be onsite and through direct linkage. However, the budget shows that they will solely make services available through direct linkage. Please ensure consistency in service delivery descriptions between the MOU and one-stop budget.	Workforce Board Response: The MOU narrative has been updated to reflect the following: IDES/ Migrant & Seasonal Farmworkers (MSFW) – IDES provide staff assisted services including job development, career guidance, and referral to training and

REQUIRED REVISIONS TO THE MEMORANDUM OF UNDERSTANDING			
<i>Page # of MOU</i>	<i>Citation of Required Content</i>	<i>Required Revisions</i>	<i>Workforce Board Response:</i>
		<p>Required Revision:</p> <p>Section 7 states that Veteran Services will be provided onsite, however, the budget shows services being provided through direct linkage. Also, the Service Delivery Method Matrix does not identify the service delivery method. Please provide clarification and make any needed changes to ensure consistency between the MOU and one-stop budget.</p>	<p>supportive services for migrant and seasonal farmworkers. MSFW services are provided through the .25 FTE via direct linkage. IDES commit to working in conjunction with the Workforce Board, the one-stop operators, and all other partners in coordinating services for both the employers and clients of LWIA 1.</p> <p>The budget pertaining to MSFW reflects the .25 offsite FTE.</p> <p>Veteran Services:</p> <p>The budget pertaining to Veteran Services reflects 2 onsite FTEs and the Service Delivery Method Matrix has been updated to reflect the same.</p>
Signature Pages	<p>Section 17 – AUTHORITY AND SIGNATURES</p> <p>§ 678.500(d)</p> <p>Governor’s Guidelines, Section 1, Item 8(p); Section 5, Items 28-29</p>	<p>Required Revision:</p> <p>Please submit physical signatures for any partners that submitted block signatures. Also, the signature for Jennifer D. Yonan – Youth Conservation Corps is dated</p>	<p>Workforce Board Response:</p> <p>Physical signatures have been received by all Partners for the PY2020 MOU.</p>

REQUIRED REVISIONS TO THE MEMORANDUM OF UNDERSTANDING			
<i>Page # of MOU</i>	<i>Citation of Required Content</i>	<i>Required Revisions</i>	<i>Workforce Board Response:</i>
		6/12/2019. Please request and submit a signature for the PY2020 MOU.	
36-43	Section 18 – Attachments	Required Revision: The MOU narrative states that no partners will utilize services through cross-trained partner staff, however, Local Matrix for Comprehensive One-Stop Centers shows several partners noting they will be utilizing cross-trained staff for services. Also, please ensure that this table, along with the budget and MOU narrative, align regarding the service delivery method.	Workforce Board Response: The MOU narrative has been updated to reflect that none of the Job Center of Lake County Partner utilize services through cross-trained partner staff.

Lake County Workforce Development Board
November 19, 2020

Action:

Approve the modifications to the LCWDB WIOA Local Plan - Chapter 5: Performance Goals and Evaluation
 - PY20/21 Local Performance Goals

Background:

The Workforce Innovation and Opportunity Act (WIOA) requires that each State Unified Plan include state-level performance goals for each of the WIOA Title I programs (Adult, Dislocated Worker, and Youth). First, the State must negotiate state-wide performance goals with the U.S. Departments of Labor and Education. Then, the State must negotiate with Local Workforce Innovation Areas (LWIAs) to establish performance goals at the local level.

The Department of Commerce and Economic Opportunity (DCEO) released PY20/21 negotiated State Goals and DCEO's Proposed Goals for LWIA 1. DCEO negotiated local performance goals with the WIA 1 Negotiation Team on October 22, 2020. The chart below shows the agreed upon goals for LWIA 1.

Performance Measure	PY 2020/PY 2021
WIOA Title I - Adults	
Employment Rate 2 nd Quarter after Exit	75%
Employment Rate 4 th Quarter after Exit	71%
Median Earnings 2 nd Quarter	\$6,500
Credential Attainment Rate 4 th Quarter after Exit	84%
Measurable Skill Gains	50%
WIOA Title I – Dislocated Workers	
Employment Rate 2 nd Quarter after Exit	76%
Employment Rate 4 th Quarter after Exit	75%
Median Earnings 2 nd Quarter	\$12,500
Credential Attainment Rate 4 th Quarter after Exit	85%
Measurable Skill Gains	50%
WIOA Title I - YOUTH	
Education/Employment Rate 2 nd Quarter after Exit	73%
Education/Employment Rate 4 th Quarter after Exit	72%
Median Earnings 2 nd Quarter	\$3,500
Credential Attainment Rate 4 th Quarter after Exit	78%
Measurable Skill Gains	45%

**Illinois Workforce Development Activities (Title I of WIOA)
Negotiated Levels of Performance for PY 2020 and 2021**

Adult**PY 2020****PY 2021**

Employment Rate 2nd Quarter after Exit	77.0%	77.0%
Employment Rate 4th Quarter after Exit	75.5%	75.5%
Median Earnings 2nd Quarter after Exit	\$6,500	\$6,500
Credential Attainment within 4 Quarters after Exit	70.0%	70.0%
Measurable Skill Gains	39.0%	39.0%

Dislocated Worker

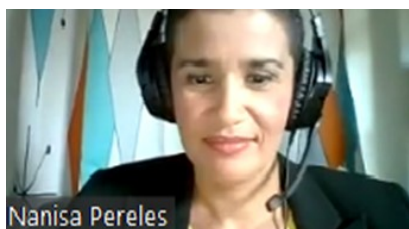
Employment Rate 2nd Quarter after Exit	81.0%	81.0%
Employment Rate 4th Quarter after Exit	81.0%	81.0%
Median Earnings 2nd Quarter after Exit	\$9,600	\$9,600
Credential Attainment within 4 Quarters after Exit	71.0%	71.0%
Measurable Skill Gains	43.5%	43.5%

Youth

Employment or Education Rate 2nd Quarter after Exit	73.5%	73.5%
Employment or Education Rate 4th Quarter after Exit	73.0%	73.0%
Median Earnings 2nd Quarter after Exit	\$3,275	\$3,275
Credential Attainment within 4 Quarters after Exit	65.0%	65.0%
Measurable Skill Gains	31.0%	31.0%

Equal Employment Opportunity Presentation

70 employers and community representatives attended an Equal Employment Opportunity Commission (EEOC) presentation on August 13, 2020. Held annually over the past four years, this was the first event that was hosted online by the Job Center of Lake County. Attendance almost doubled with this new format. The presentation included an overview of laws that protect employees and job applicants against employment discrimination. The purpose of the presentation is to educate employers about the value of hiring a diverse workforce and to arm them with tools to accomplish this.



Nanisa Pereles from the federal EEOC helped employers learn about their obligations in the workplace. She shared the definition of employment discrimination and provided a broad overview of federal employment discrimination laws. Kathleen Wager, Veteran's Employment Representative with the Illinois Department of Employment Security, also provided information about the Work Opportunity Tax Credit (WOTC) and Fidelity Bonding. WOTC is a federal tax credit available to employers who hire veterans and individuals with significant barriers to employment from other eligible target groups. A fidelity bond is no-cost insurance coverage that enables employers to hire job applicants considered to be an employment risk. It protects employers against potential employee dishonesty, theft or embezzlement. Wilson Giraldo, Business Service Specialist, also discussed programs for employers provided by the Job Center.

Industry Snapshot Presentations

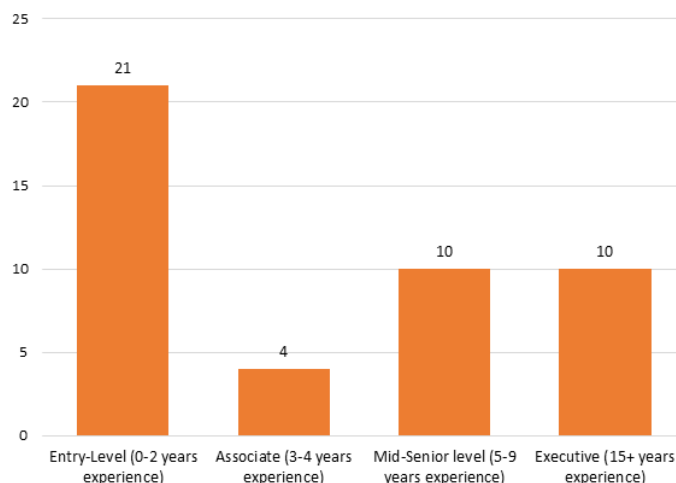
Industry-focused presentations were created to engage and expose job seekers and community residents to in-demand industries, career fields, and labor market information. These presentations also provide local employers and training providers with a platform to discuss their current opportunities.

Each industry presentation is a two-part event. The first part is an industry snapshot that provides an inside look at the industry and includes labor market information, career paths, and a Q&A discussion with an employer. This is hosted by Business Service team members, whose primary focus is working with employers to meet their hiring needs.

The second part is an industry information session that provides information on local training opportunities and includes a Q&A discussion with local training providers. This is hosted by Career Specialists that work one-on-one with job seekers to create training and employment plans.

Each series focuses on one industry. The Job Center of Lake County has completed events on the Healthcare and Information Technology industries. There are future events planned that will focus on the Transportation, Distribution and Logistics industry and the Manufacturing industry.

Professional Experience Level of Attendees



The chart above illustrates the experience level of individuals who attended the Healthcare and Information Technology presentations.

COVID-19 EMPLOYMENT INITIATIVES

Equipment Grant

The Lake County Workforce Development Board in partnership with the Illinois Department of Commerce and Economic Opportunity (DCEO) provided small business and non-profits with reimbursement grants to assist with the current health crisis. The Workforce Development Board recognized that COVID-19 had put a difficult burden on local businesses and non-profits and saw this as an opportunity to assist.

The grant funds helped to equip businesses with strategies that assist in mitigating layoffs and adhering to social distancing provisions established by state and federal health entities. The allowable strategies and costs for the funds included the following:

- Payment for special cleaning and sanitation services
- Purchase of software and hardware for remote working
- Cost of conversion to call center/remote work environments
- Cross functional or transitional training
- Production of essential goods and services needed to support COVID-19 response

Essential businesses interested in applying for the equipment grants were asked to submit an application. There were over 80 inquiries. DCEO reviewed the relief grant applications and approved five Lake County employers to receive assistance to address their expenses. There were over \$120,000 obligated and approved for local employers. Lake County Workforce Development met with the businesses and non-profits that did not receive grant funds to discuss additional relief efforts and workforce grants that could be available to them.



Contact Tracer Grant

In response to the ongoing COVID-19 pandemic, Lake County Workforce Development has partnered with the Lake County Health Department and Salem Staffing on a project with the goal of identifying and placing unemployed workers in disaster relief employment as Contact Tracers within the Health Department.

In order to slow the spread of COVID-19, the Lake County Health Department uses contact tracing to identify and notify people in the community who may have been exposed to the virus. Individuals working as Contact Tracers will aid the Health Department's contact tracing process while earning an average wage of \$18/hr. over the course of one-year. Funded through the National Dislocated Worker Grant, this initiative began on June 1st, 2020 and has already seen 12 individuals complete the process and begin their disaster relief employment.



Once an unemployed individual is identified for a Contact Tracer opportunity, they are referred to Workforce Development and are connected with a Career Specialist to complete their Workforce Innovation Opportunity Act (WIOA) application process. Upon completion of their WIOA application, they then move onto the final steps of the process with Salem Staffing and the Health Department to conduct the necessary employee onboarding and

training before starting their Contact Tracer employment. During their disaster relief employment, Salem Staffing serves as the employer of record while the Lake County Health Department serves as the official worksite.

In addition to providing employment opportunities to unemployed workers, this project will also provide significant aid in addressing the community health impacts stemming from the COVID-19 pandemic in Lake County.

Lake County Workforce Development

1 N Genesee St

Waukegan, IL 60085

lakecountyjobcenter.com

jobcenter@lakecountyil.gov

Join us on social media!



@LakeCountyWorkforce



@LakeCountyJobs



@JobCenterofLakeCounty

Lake County Workforce Development Board November 19, 2020

Action

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

Proposed Modifications: ARTICLE V, SECTION 1 and SECTION 7

Section 1. Committees

Pursuant to WIOA Section 107(b)(4), the standing committees of the Lake County Workforce Development Board shall be the Executive, Finance and Compliance, Operations, Employer Connections, and Talent Pipeline Committees. The Board Chairperson may designate other standing and ad hoc committees as determined appropriate.

Section 7. Description and Duties of the Finance and Compliance Committee

The Finance and Compliance Committee shall include of members of the Board with special interest or expertise finance, grant administration, program compliance, and workforce development. The Chairperson of the Finance and Compliance Committee shall be selected from among the business representative members of the Board.

A. The Finance and Compliance Committee duties shall include the following:

1. Make recommendations to the Board on policies necessary to address the workforce issues in the Workforce Development Area.
2. Review and recommend for approval to the Board the following:
 - Annual financial budget and budget modifications
 - Special grants
 - Approval of a Memoranda of Understanding Cost Sharing Agreement
3. Review grant financial reports and report financial performance to the Board.
4. Review reports, recommendations, etc. from internal or external monitoring and inform and/or recommend to the Board any corrective action.
5. Other duties as assigned by the Board Chairperson.

Workforce Development Grant Expenditure Report (SEPT 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	-		0.0%
	Youth	1,886,737	131,575	384,214.00	27.3%
	Adult	1,783,624	91,215	84,516.00	9.9%
	Dislocated Worker	2,252,430	268,236	315,523.00	25.9%
	Total	6,580,878	491,026	784,253	19.4%

WIOA Compliance		
Goal	%	
YOS	75%	16%
W/E	20%	2%
Training	50%	55%
Cost/Ob	100%	19.4%

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	437,433.80		95.6%
	Youth	1,265,086	744,920.67	24,693.00	60.8%
	Adult	1,217,974	1,217,618.42	355.00	100.0%
	Dislocated Worker	1,636,236	1,556,411.83	79,824.00	100.0%
	Total	4,576,994	3,956,385	104,872	88.7%

WIOA Compliance		
Goal	%	
YOS	75%	57%
W/E	20%	22%
Training	50%	57%
Cost/Ob	100%	88.7%

Workforce Innovation and Opportunity Act Grant

Youth - Adult - Dislocated Worker	Cost Category	Allocation	Certified Costs	Obligations*	Percentage
PY'18 Grant (July 2018 - June 2020)	Administration	530,742	530,742.00		100.0%
	Youth	1,467,424	1,467,424.00		100.0%
	Adult	1,394,761	1,394,761.00		100.0%
	Dislocated Worker	1,914,515	1,914,515.00		100.0%
	Total	5,307,442	5,307,442	-	100.0%

WIOA Compliance		
Goal	%	
YOS	75%	92%
W/E	20%	20%
Training	50%	61%
Costs	100%	100.0%

Opioid Grant

OPIOD'19 (October 2019 - June 2021)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	105,766.00	38,535.29	17,178.00	52.7%

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%

Rapid Response Trade Case Management (WIOA)

CM'18 (October 2018 - June 2020)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	117,497.00	117,497.00		100.0%

Trade Act Grant (TAA)

TAA'18 (October 2019 - September 2020)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	147,016.88	107,439.92		73.1%

Dislocated Worker Training Grant

NEG'18 (January 2019 - December 2020)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	320,170.00	289,197.92	6,120.00	92.2%

Disaster Relief Grant

(June 2020 - March 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	1,223,650.00	49,840.72	245,524.00	24.1%

Disaster Employment Grant

(June 2020 - March 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	298,011.00	-		0.0%

Layoff Aversion

(June 2020 - June 2021)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	123,942.26	94,435.26		76.2%

Regional Grant

(June 2020 - March 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	106,444.06	-		0.0%

Tollway ConstructionWorks Grant (September 2018 - August 2021)					
	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	63,739.00	32,469.01		50.9%

CLC ICCB Grant (September 2018 - August 2021)					
	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	32,564.00	6,649.07		20.4%

Incentive Funds (WIOA) PY'17 Incentive (July 2019 - June 2020)					
	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	29,241.00	29,241.00		100.0%

Certified costs for July 2020 reported on Aug 20, 2020. Obligations reported quarterly.

Lake County Workforce Development Board

Expenditure Oversight Annual Report

PY19

July 1, 2019 - June 30, 2020

WIOA Youth Program	
Contractor	Amount Expended
Total Amount Expended	218,816
Employee Connections	91,289
Waukegan HS Pharm Tech	56,856
Youth Conservation Corps	46,750
YouthBuild Lake County	23,921

Individual Training Account	
Training Instituion	Amount Expended
Total Amount Expended	1,305,380
MICROTRAIN TECHNOLOGIES	295,612
KOTRA TRUCK DRIVING SCHOOL	209,380
160 DRIVING ACADEMY	154,622
COMPUTER TRAINING SOURCE	101,230
MANAGEMENT & INFORMATION TECHNOL	95,000
STATE CAREER COLLEGE	61,966
COMNET	54,975
COLLEGE OF LAKE COUNTY	52,833
NORTH SHORE COLLEGE	47,119
ABLE CAREER INSTITUTE	35,000
FIRST INSTITUTE	32,046
CHICAGO PROFESSIONAL CENTER	28,000
AMBRIA COLLEGE OF NURSING	20,000
INTERNATIONAL CAREER SCHOOL	17,916
AMERICARE TECHNICAL SCHOOL	17,500
DIRECTIONS TRAINING CENTER	14,000
IT EXPERT SYSTEM, INC	14,000
DEPAUL UNIVERSITY	13,992
TUKIENDORF TRAINING INSTITUTE	7,200
B & DA INC	7,000
ECONSULTING GROUP INC	7,000
RASMUSSEN COLLEGE	5,281
VIKING DRIVING SCHOOL, INC	4,940
LEGACY INSPECTION TRAINING	4,415
RASMUSSEN COLLEGE - ROMEOVILLE	4,353
HARPER COLLEGE	3,136
OAKTON COMMUNITY COLLEGE	2,799
NORTHERN ILLINOIS UNIVERSITY	1,650
MCHENRY COUNTY COLLEGE	863

WE Program	
Employer	Amount Expended
Total Amount Expended	281,556
LCWD	141,438
UNITED WAY	46,556
WAUKEGAN HOUSING AUTHORITY	25,086
MAINSTAY CLINIC FAMILY CARE	17,886
ELENI NEW YORK INC	17,114
CLOSS AUTO	16,118
BLACK CHAMBER	11,880
SALEM STAFFING	5,479
GAGE LAKE AUTO	4,423
PHOENIX MARKETING	1,337

OJT Program	
Employer	Amount Expended
Total Amount Expended	63,913
A L HANSEN	30,763
TOPLINE TRANSPORTATON	12,036
WAUKEGAN HOUSING AUTHORITY	8,261
PHOENIX MARKETING	7,405
SWISS AUTOMATION	5,448

IWT Program	
Employer	Amount Expended
Total Amount Expended	25,151
FORD	16,251
KLEIN TOOL	8,900
SWISS AUTOMATION	-
AL HANSEN	-
BURGESS MANUFACTURING	-
MITSUBISHI CHEMICAL	-
AUTOWARES	-

Lake County Workforce Development Board

Expenditure Oversight Annual Report

PY20

July 1, 2020 - June 30, 2021

WIOA Youth Program		
Contractor	Contractual Amt	Expended Amt
EMPLOYEE CONNECTIONS	100,000	-
COMMUNITY WORKS	100,000	-
FIRST INSTITUTE	100,000	2,327
NCCHS	86,528	-

WE Program		
Employer	Contractual Amt	Expended Amt
LCWD	297,050	67,116
IT EXPERTS	40,000	10,640
TOP TECH HEATING	34,500	3,325
COMMUNITY WORKS	19,125	4,324
SAI INFUSION TECHNOLOGY	13,500	-
WAUKEGAN TO COLLEGE	6,628	2,547

Individual Training Account		
Training Provider	Contractual Amt	Expended Amt
SYMBOL JOB TRAINING INC	79,600	69,650
MICROTRAIN TECHNOLOGIES	69,708	48,895
STATE CAREER COLLEGE	42,300	12,300
IT EXPERT SYSTEM, INC	35,000	35,000
COLLEGE OF LAKE COUNTY	31,694	
NORTH SHORE COLLEGE	26,279	6,279
KOTRA TRUCK DRIVING SCHOOL	23,000	9,200
COMNET	20,340	20,340
MANAGEMENT & INFORMATION TECH	18,000	
160 DRIVING ACADEMY	17,515	
AQUARIUS INSTITUTE	10,000	10,000
ABLE CAREER INSTITUTE	7,000	7,000
ILLINOIS INSTITUTE OF TECHNOLOGY	7,000	
MILDUN TRAINING CNTR	6,000	
B & DA INC	5,000	
AMERICARE TECHNICAL SCHOOL	4,000	
AMBRIA COLLEGE OF NURSING	2,922	
DEPAUL UNIVERSITY	1,895	
LEGACY INSPECTION TRAINING	1,735	1,595
OAKTON COMMUNITY COLLEGE	671	
HARPER COLLEGE	650	

OJT Program		
Employer	Contractual Amt	Expended Amt
STEPPING STONES NETWORK	18,030	-
COLBORNE FOODBOTICS	12,750	-
HORIZON BENEFIT SERVICES	9,750	-
SUPERIOR MEDICAL SOLUTIONS	9,000	-

IWT Program		
Employer	Contractual Amt	Expended Amt