

Executive Committee Meeting
Wednesday, February 10, 2021 at 8:15 AM

Zoom Meeting URL:

<https://zoom.us/j/92942578547?pwd=c2MwSDF0R0VNbFZVTDJWMEUvTzU5Zz09>

- I. Call to Order**.....Andrew Warrington, Committee Chairman
- II. Public Comment**
- III. Chairman’s Report**.....Andrew Warrington
 - 1. Lake County Workforce Development Board Committee Chair Transition and Vice Chair Recruitment
 - 2. Welcome Ann Maine (District 21) Lake County Board Member
- IV. Consent Agenda**
 - Approve:**
 - January 2021 Committee Meeting Minutes Attachment A.1
 - 2021 Updated Committee Meeting Calendar Attachment A.2
- V. Action Items**
 - 1. As recommended by the Employer Connections and Talent Pipeline Committees, 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
 - 2. Approve the modifications of Lake County Workforce Development Board Service Policy 17- Incentives. Attachment C
- VI. Workforce Board Strategic Plan**
 - Continue to be the Workforce Innovative Leader
 - Marketing and Communication Plan Update
 - [Pat Davis Design Group](#), George Dimotakis, President & CEO
 - Develop solutions through career pathways
 - Workforce Development Department Update on WIOA Training Investments
- VII. Business and Finance Updates**
 - Lake County Workforce Development December 2020 Grant Expenditure Report Attachment D.1

- Lake County Workforce Development December 2020 Contract Report

VIII. Upcoming Board & Committee Meetings

1. Executive Committee Meeting – March 10, 2021 at 8:15 AM
2. Workforce Development Board Meeting – February 25, 2021 at 8:00 AM

IX. Adjournment

**Executive Committee Meeting
Wednesday, January 6, 2021 at 8:15 AM**

Minutes

Zoom Meeting URL:

<https://zoom.us/j/98911629454?pwd=M3E2ZW16ek5lOUlYYmREN1c4OGU5UT09>

I. Call to Order.....Andrew Warrington, Committee Chairman

*Chairman Warrington called the meeting to order at 8:19 AM.
A roll call was made, and a quorum was present.*

II. Public Comment

There was no public comment.

III. Chairman’s Report.....Andrew Warrington

There was no Chairman’s Report.

IV. Consent Agenda

Approve:

- November 2020 Committee Meeting Minutes
- Entering into agreement with Pat Davis Design Group, Inc. to provide consulting services for the development of a strategic marketing and communications plan for the Lake County Workforce Development Board for \$50,000.00.

Review:

- December 2020 Success News Letter:
<https://www.lakecountyil.gov/DocumentCenter/View/37672/Success-vol-20-ed-4-PDF>

Action:

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

A rollcall vote was made, and the motion carried.

V. Bill for Discussion

- [Clean Energy Jobs Act](#)

The Executive Committee reviewed the Clean Energy Act. The full link to the act can be found in the link above.

Member Gergely introduced the Act (HB3624/SB2132) and shared that it has been updated in 2020 to reflect conversations with stakeholders, working groups, and lawmakers. The Clean Energy Jobs Act would put Illinois on a path to 100% renewable energy by 2050, eliminating carbon emissions from the power sector by 2030, electrifying the equivalent of 1.2 million vehicles, and creating jobs and economic opportunity for every part of Illinois. The Clean Energy Jobs Act was developed in partnership with more than 100 organizations representing communities, businesses, and constituents across Illinois, and is the only comprehensive energy bill not developed by multi-billion-dollar corporations.

VI. Workforce Board Strategic Plan

- Create a culture of equitable prosperity

✓ *Equity Task Force Update*

Member Roman gave an update on the Equity Task Force focusing on the Board's Inclusive Leadership Institute. The Institute will kick off on February 9th.

VII. Business and Finance Updates

- Lake County Workforce Development November Grant Expenditure Report

Member Serino reviewed the Lake County Workforce Development Grant Report and noted all is on track.

VIII. Upcoming Board & Committee Meetings

1. Executive Committee Meeting – February 6, 2021 at 8:15 AM
2. Workforce Development Board Meeting – February 25, 2021 at 8:00 AM

Chairman Warrington announced that the next Executive Committee Meeting will be held on February 6, 2021 and the next board meeting will be held on February 25, 2021 – via Zoom.

IX. Adjournment

A motion was made by member Suddick and second by member Kessler that the meeting be adjourned. The meeting was adjourned at 9:25 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 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

**Lake County Workforce Development Board
Executive Committee Meeting**

February 10, 2021

WIOA Youth High School Career Crossroads Pilot Project

Action:

As recommended by the Employer Connections and Talent Pipeline Committees, 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		

Lake County Workforce Development Board

Executive Committee Meeting February 10, 2021

ACTION

Approve the modifications of 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.

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

OPIOID'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.

Executive Committee

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