



**Executive Committee Meeting**  
**Wednesday, June 9<sup>th</sup>, 2021 at 8:15 AM**

**Zoom Meeting URL:**

<https://zoom.us/j/94914581423?pwd=Q1gzWVJjUGFObWxXMnRXdWJFbTRCZz09>

- I. **Call to Order**.....Andrew Warrington, Committee Chairman
- II. **Public Comment**
- III. **Chairman’s Report**.....Andrew Warrington
- IV. **Consent Agenda**

**Approve:**

- May 2021 Committee Meeting Minutes Attachment A
- Board Service Policy 5: Individual Training Account Modifications Attachment B

**V. New Business**

**1. Action Item**

Approve the Nominating Committee’s Recommended Slate of Officers for PY2021 Attachment C

- The Nominating Committee will report its recommendations for the new term beginning July 1, 2021
- The recommended slate will be presented at the Board meeting on June 24
- Other Board Members may be nominated for consideration at the Board meeting on June 24

**2. Action Item**

Accept the Workforce Innovation & Opportunity Act PY21 Allocations in the amount of \$5,070,538. Attachment D

**3. Action Item**

Accept components of a The Lake County WIOA Youth Action Plan: Attachment E

- Continue with the second term of the 19190 Comprehensive Career Pathway WIOA Youth Subrecipients Agreements for North Chicago Community High School, The Community Works, Employee Connections and First Institute Training and Management, Inc.
- Continue with the Career Crossroads program and the existing high schools including North Chicago Community, Mundelein, Waukegan, Antioch, Lakes while increasing capacity by 2 additional high schools during the 2021-22 school year.
- Move forward with the Lake County Workforce Development and Companies That

Care Summer Youth Pilot Program to deliver a college-readiness curriculum for a one-week Springboard focusing on college access, persistence, transition and graduation.

- Proceed with identifying an entity to provide professional services as an intermediary in the areas of community and program assessments, stakeholder strategy discussions and service delivery gap analysis.

#### **VI. Old Business**

1. Lake County Partners Business Engagement Agreement
2. Illinois Department of Commerce and Economic Opportunity LWIA 1 PY20 Monitoring
3. Strategic Marketing and Communication Plan

#### **VII. Upcoming Board & Committee Meetings**

1. Executive Committee Meeting – July 14, 2021 at 8:15 AM
2. Workforce Development Board Meeting – June 24, 2021 at 8:00 AM

#### **VIII. Adjournment**



Executive Committee Meeting Minutes

Wednesday, May 12, 2021 at 8:15 AM

Zoom Meeting URL:

https://zoom.us/j/94914581423?pwd=Q1gzWVJjUGF0bWxXMnRXdWJFbTRCZz09

Present: Jennifer Harris, Kim Wimer, Dennis Kessler, Edward Melton, Anne Maine, Tim Dempsey, Jennifer Serino, Karen Stoneman

Absent: Chair Andrew Worthington, Carlotta Roman, Laura Crivlare, Lori Suddick

- I. Call to Order .....Member Jennifer Harris

The meeting was called to order at 8:17am.
Roll call was taken.
There is not a quorum.

- II. Public Comment

No public comment

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

- IV. Consent Agenda

Approve:

- March 2021 Committee Meeting Minutes Attachment A
As recommended by the Operations Committee, approve the Link 1 / Link 2
PY2021 Job Center of Lake County Memorandum of Understanding

Motion: Member Melton made a motion to approve the Consent Agenda. The motion was seconded by Member Dempsey.
No discussion or corrections.
A roll call vote was taken. Motion carried.

## V. Updates and Discussion

- Workforce Innovation & Opportunity Act PY20 and PY21 Allocations
- WIOA PY20 Formula Grant Obligation Requirement [Attachment B](#)
- Waiver Request
- Lake County Workforce Development WIOA Youth Program Action Plan.

*Member Serino discussed the Notice of funding from the State. There is a 9% reduction in WIOA Funds. This is a total decrease of 29% for Lake County. The same formula used to increase the grant fund by 2 million, is the same one used to decrease the funds to 1.5 million.*

*We will need to ask for a waiver for the youth funds. The Youth Funding Plan is carrying forward \$650k. We need to allocate how we will maximize the grant funds. Everyone received a waiver for PY20. Youth funding action plan include Career Pathways, Youth Recruitment Strategies and Youth Program Administration.*

- Lake County Partners Business Engagement Agreement
- American Rescue Plan Act of 2021 Funding
- DCEO Program and Fiscal Joint Monitoring scheduled for June 1, 2021

*We received the proposal for Lake County Partners Business Engagement Agreement. The agreement did not include a metrics or deliverables. Partners were asked to go back and add the matrix and deliverables to the agreement.*

*The American Rescue Plan Act of 2021 Funding town hall meeting on Monday, May 17th to leverage \$130 million given to Lake County. Nothing was allocated for WIOA.*

*DCEO Program and Fiscal Joint monitoring starts June 1, 2021. The monitoring review will be virtual.*

## VI. Upcoming Board & Committee Meetings

- Executive Committee Meeting – June 9, 2021 at 8:15 AM
- Workforce Development Board Meeting – June 24, 2021 at 8:00 AM

## VII. Adjournment

*Motion: Member Dempsey made a motion to adjourn the meeting. Member Harris seconded the motion*

*Meeting adjourned at 9:04am.*



**Wednesday, June 9, 2021**  
**Board Service Policy Modification**  
**POLICY 5: Individual Training Account**

**Action**

Approve the Board Service Policy 5 Individual Training Account modifications.

**Background**

In April 2020 the Lake County Workforce Development Board approved to add language to allow for additional participants to be served via ITAs. As recovery initiates and trainees re-evaluate their training goals, Workforce Development foresees seeing a higher utilization of the existing policy and recommends extending it through June 30, 2022.

**POLICY 5: Individual Training Account**

**I. Purpose**

This policy provides guidance regarding the issuance of ITAs for training and associated eligible costs when utilizing WIOA funds.

**II. References**

Illinois workNet ePolicy Chapter 7, Section 2: Training  
 Illinois workNet ePolicy Chapter 7, Section 3: Training Provider and Training Program Eligibility  
 DCEO WIOA Policy 15-WIOA-5.3

**III. Terms**

An ITA is an account established on behalf of a WIOA eligible participant.

**IV. Policy**

**1. Requirements**

- a. Participants must be eligible under one of the following provisions of WIOA:
  - i. 1A – Adult,
  - ii. 1D – Dislocated Worker, or
  - iii. Youth – In school and out of school
- b. Participants eligible to receive an ITA must select an approved training program that leads to a credential attainment in a career that is listed on the HPO List. Eligible and approved participants may, in consultation with the designated career planner, select an eligible program and training provider from the ETPL as documented on IWDS. The guidance and selection process will be provided in a manner that maximizes customer choice.
- c. The use of ITAs should not be used as enticement to terminate traditional academic programs. The use of ITAs will enhance, not replace, current delivery systems in accordance with local area recommendations.
- d. The WDB may develop eligibility standards for program participants beyond state policy.
- e. The WDD will use the approved HPO List for ITAs funded through WIOA.
- f. Workforce Development will be responsible for authorizing Individual Training Accounts for eligible participants enrolled in subrecipient programs.

## 2. Funding Guidelines

- a. The fund amount for an ITA shall not exceed \$7,000.00, except for identified healthcare training, and must be for training for careers on the HPO List. Funds may be used to pay for occupational training and related pre-requisite coursework, as identified in the participant's IEP, including tuition, required books, school fees, supplies and equipment as outlined in the provider's course catalog and made available to the public. ITA funds may also be used for licensing and credentialing exam costs related to the training program and the industry recognized credential that is identified in the participant's IEP.
- b. In recognition of the higher cost of training for healthcare programs, eligible participants choosing to go into the healthcare field may request and receive an ITA of up to \$10,000.
- c. Eligible clients choosing to pursue an Associate Degree program on the Workforce Board High Priority Occupation Policy #15 List and from institutions that award college credits that are transferable at degree completion are eligible for additional funding to cover the full cost of the specific program.
- d. WIOA funds authorized from ITAs are prioritized for Lake County residents and/or eligible participants dislocated from a Lake County employer.
- e. Participants are required to apply for other forms of federal financial aid. WIOA funds will not be withheld while the participant is awaiting determination of other financial aid eligibility. Participants who are delinquent in repaying a student loan will not be automatically disqualified from being considered for an ITA but will be counseled and advised to arrange a repayment plan with the financial institution which holds the defaulted debt.
- f. Participants utilizing a WIOA-funded ITA will be ineligible for additional WIOA-funded ITAs for a five-year period from the date of training completion. This funding restriction will not be in effect beginning March 9, 2020 through June 30, 2021 and extended through June 30, 2022.
- g. If the costs of prerequisite coursework push the total costs of a participant's IEP above the appropriate funding cap, the Director of the WDD is authorized to approve an ITA for an amount higher than the funding caps on an individual basis in cases when he or she finds that:
  - i. The participant is unlikely to find employment in a high priority occupation without the training identified in the IEP; or
  - ii. The individual is basic skills deficient; or
  - iii. Based on their previous employment or academic achievements, the participant shows a high likelihood of successfully completing the training listed in their IEP and achieving training-related employment; or
  - iv. The incremental costs more than the funding cap are minimal.
- h. In no case will the total amount of the ITA exceed 150% of the appropriate funding cap.

## 3. Circumstances in Which an ITA May be Denied

- a. An ITA may be denied for an otherwise eligible participant under one or more of the following circumstances:
  - i. WIOA training funds are exhausted;
  - ii. The participant has reached the maximum amount allowed;
  - iii. The individual does not meet the priority of service as defined in the WDB's Local Plan;
  - iv. The individual resides outside the geographic area of Lake County and/or was not dislocated from a company in Lake County;
  - v. The individual is not likely to succeed in training, based on an in-depth assessment;
  - vi. The training course or program is not likely to result in employment upon training completion;
  - vii. The training course or program does not lead to a career on the HPO List;
  - viii. The service provider does not accept the participant;
  - ix. The individual attempts to make changes to the ITA voucher without approval; or
  - x. The individual does not comply with reasonable program and participation requirements and conditions.



**Lake County Workforce Development Board  
Executive Committee  
June 9, 2021**

**Action:**

Approve the Nomination Committee's Recommended Slate of Officers for PY21

**Slate:**

The Slate as recommended by the Nomination Committee includes:

- Karen Stoneman, Chair
- Kimberly Wimer, Vice-Chair

An opportunity is available for other Board Members to be nominated from the floor for consideration.

The term of office begins July 1, 2021.



**Lake County Workforce Development Board  
Executive Committee  
June 9, 2021**

**Action:**

Accept the Workforce Innovation & Opportunity Act PY21 Allocations in the amount of \$5,070,538.

**WIOA PY21 Title I Allocations**

The State of Illinois has issued WIOA Title I Adult, Dislocated Worker, and Youth Activities Program Allocations for Program Year 2021 (PY21) beginning July 1, 2021. Lake County is receiving a total allocation in the amount of \$5,070,538.

<b>Funding Type</b>	<b>PY20 Allocation</b>	<b>PY21 Allocation</b>	<b>+/-</b>
Adult	\$1,981,804	\$1,595,452	-\$386,352
Dislocated Worker	\$2,502,700	\$1,787,419	-\$715,281
Youth	<u>\$2,096,374</u>	<u>\$1,687,667</u>	<u>-\$408,707</u>
	<b>\$6,580,878</b>	<b>\$5,070,538</b>	<b>-\$1,510,340</b>