

**Executive Committee Meeting**  
**Wednesday, March 10<sup>th</sup>, 2021 at 8:15 AM**

**Zoom Meeting URL:**

<https://zoom.us/j/92383958338?pwd=L2VGL3Q5NFZYa2NOd09XbWU1WW1Ndz09>

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

**II. Public Comment**

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

**IV. Consent Agenda**

**Approve:**

- February 2021 Committee Meeting Minutes [Attachment A](#)
- Board Service Policy 6: Incumbent Worker Training Modifications [Attachment B](#)
- Board Service Policy 7: On-the-Job Training Modifications. [Attachment C](#)

**V. Old Business**

- Lake County Partners Business Engagement Agreement
- PY21 Job Center of Lake County Memorandum of Understanding [Attachment D](#)

**VI. Workforce Board Strategic Plan**

- Create a culture of equitable prosperity
  - Equity Task Force

**VII. Upcoming Board & Committee Meetings**

- Executive Committee Meeting – April 14, 2021 at 8:15 AM
- Workforce Development Board Meeting – April 29, 2021 at 8:00 AM

**VIII. Adjournment**



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

**Zoom Meeting URL:**  
<https://zoom.us/j/92942578547?pwd=c2MwSDF0R0VNbFZVTDJWMEUvTzU5Zz09>

**Present:** Chairman Warrington, Edward Melton, Tim Dempsey, Chris Hammerlund, Jennifer Serino, Laura Crivlare, Dennis Kessler, Lori Suddick, Jennifer Harris, Karen Stoneman, Ann Maine

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

*Meeting was called to order at 8:16am.  
Role roll call was taken.  
A quorum was verified.*

**II. Public Comment**

*No public comment.*

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

1. Lake County Workforce Development Board Committee Chair Transition and Vice Chair Recruitment

*Member Serino updated the Committee on the new Board transition plan. Chairman Warrington announced that the Board is also in the process of recruiting a Vice Chair to replace Karen Stoneman who will take over as Chair in June 2021. If anyone has an interest in the Vice Chair role, please reach out to me and/or Member Serino to discuss.*

2. Welcome Ann Maine (District 21) Lake County Board Member

*Chairman Warrington shared that Ann Maine has joined the Workforce Development Board and is attending her first meeting today. She brings with her knowledge of Lake County government, board experience and Lake County budgets.*

**IV. Consent Agenda**

**Approve:**

1. January 2021 Committee Meeting Minutes Attachment A.1
2. 2021 Updated Committee Meeting Calendar Attachment A.2

*Action: A motion was made by Member Melton, seconded by Member Dempsey to approve the Consent Agenda and the updated Committee Meeting Calendar be approved.*

*A roll call vote was taken, and the motion carried.*

## **V. Action Items**

1. As recommended by the Employer Connections and Talent Pipeline Committees, approved the 2021 WIOIA In-School Youth Career Crossroad. 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](#)

*Member Serino shared 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: Antioch Community High School, Lakes Community High School, Mundelein High School, North Chicago Community High School, Round Lake Area High School, and Waukegan High School*

*A motion was made by Member Dempsey to approve the recommendation by the Employer Connections and Talent Pipeline Committees for the 2021 WIOIA In School Youth Career Crossroads Pilot Program and reallocate unspent 2019 WIOA Youth grant funds for the development and execution of the Youth Pilot Program for six Lake County High Schools, seconded b Stoneman.*

*A roll call vote was taken. Motion carried.*

2. Approve the modifications of Lake County Workforce Development Board Service Policy 17- Incentives. [Attachment C](#)

*Action: Motion to approve the modifications to WD Service Policy 17- Incentives was made by Member Maine, seconded by Member Harris.*

*A roll call vote was taken. Motion carried.*

## 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

*Mr. Dimitakis reviewed drafts of Logos. Logos will be completed in Mid-March. Logos increase our footprint, workforce; employers will remember Lake County Workforce Development.*

- *Concept #1 – drew inspiration from the Region (Lake Michigan).*
  - *Concept #2 – play on graphical elements of the Lake County logo i.e. colors, similarities*
  - *Concept #3 – Icon communicates the human element tagline presented with 2-color palette.*
  - *Concept #4 - Choice of top compliments the County's existing logo.*
  - *Concept #5 – Multi-dimensional*
  - *Concept #6 – Color palette can be free-form.*
- Develop solutions through Career Pathways Member Serino
    - *WIOA and Dislocated Worker Grants from PY2019 are from July 2019 – June 2021.*
    - *All career services offered virtually.*
    - *Training Budget, expenditures/obligations.*

## VII. Business and Finance Updates

Member Serino

- Lake County Workforce Development December 2020 Grant Expenditure Report [Attachment D.1](#)
- Lake County Workforce Development December 2020 Contract Reporting [Attachment D.2](#)

*Member Serino reviewed the Business and Finance report – Attachment D.1 and D.2.*

## VIII. Upcoming Board & Committee Meetings

1. The next Executive Committee Meeting will be held on March 10, 2021 at 8:15 AM via Zoom
2. The next Workforce Development Board Meeting will be held on February 25, 2021 at 8:00 AM via Zoom

*Chairman Warrington reviewed the future Board meetings and committee meetings with the members.*

## IX. Adjournment

*A motion to adjourn the meeting was made by Member Maine, Member Kessler seconded motion.*

*Meeting adjourned at 9:18am*

**Lake County Workforce Development Board**  
**Executive Committee**  
**March 10, 2021**

**Board Service Policy Modification**  
**Policy 6: Incumbent Worker Training**

**Action**

Approve the Board Service Policy 6: Incumbent Worker Training (IWT) modifications.

**Background**

Incumbent Worker Training (IWT) is a Work-based Training strategy designed to develop a highly skilled workforce which will result in an increased ability for employers to compete, expand, and retain workers. Workers participating in IWT will benefit by enhancing existing skills, learning new skills, earning employer or industry-recognized credentials, retaining employment and/or increasing earnings potential. IWT can be used to help avert potential layoffs of employees, or to increase the skill levels of employees so they can be promoted within the company and create backfill opportunities.

In order to serve the Lake County business more equitable, specifically the small businesses, and to modify the current Board Service Policy to be more in line with WIOA, Workforce Development is requesting to implement the sliding scale process when assess the incumbent worker training match.

**POLICY 6: Incumbent Worker Training**

**I. Purpose**

This policy provides general guidance for all IWT projects, as well as specific guidance for the formula fund grants when utilizing their twenty percent authority and Discretionary funds for grantees of the Statewide fifteen percent funds.

**II. References**

Illinois workNet ePolicy Chapter 7, Section 2.2.3: Incumbent Worker Training (IWT)  
WIOA Policy Letter 07-PL-33, Change 4  
TEGL No. 01-15  
WIOA Rule at 667.268  
PY2000 WIOA Policy Letter Number 00-14  
WIOA Policy Letter Number 07-PL-33, Change 4  
29 CFR 97.24

**III. Terms**

IWT involves training development with an employer or association to upgrade skills training of a workforce.

**IV. Policy**

1. General Requirements

a. An incumbent worker must be:

- i. An individual in an employment relationship with a participating employer or group of participating employers in a targeted sector that are utilizing IWT to upgrade the skills of their workers, and
- ii. An individual who is receiving upgraded skills training:
  - i. To increase his or her skills in an occupation in which the individual is already an incumbent, or
  - ii. To prepare the worker for entry into a new occupation within the targeted workforce.

b. An IWT program participant must be:

- i. Employed in targeted sectors or in a high demand occupation,
    - ii. Employed by a participating employer, as cited in an IWT project plan,
    - iii. Scheduled to receive training as cited in an IWT project plan,
    - iv. Trained to perform a job at the employer's worksite located in Lake County, and
    - v. Have a hiring date of six months or greater, or where a group of employees are being trained, no less than 75% of the employees have been employed with the employer for six months or more.
  - c. Information on the participating employer(s) and incumbent workers will be collected and reported in the Illinois workNet IWTS.
  - d. The prohibition against using WIOA Title I funds to encourage business relocation applies to IWT funds:
    - i. If the relocation resulted in any employee losing his or her job at the original location, the 120-day rule set forth in PY2000 WIOA Policy Letter Number 00-14 and subsequent changes must be observed.
    - ii. In such cases, incumbent worker training services may not be provided until the company has operated at the new location for 120 days.
  - e. Employers participating in IWT programs must be private or not-for-profit organizations and located in Lake County.
  - f. IWT Programs:
    - i. All training programs provided as part of an IWT project must be competitively procured in accordance with the Lake County Purchasing Ordinance.
    - ii. Employers must use outside resources to provide training, inside resources are not allowable for reimbursement purposes.
    - iii. Employers must obtain and submit quotes or bids from three potential training providers whenever practical.
    - iv. All training programs must include a contact/written agreement between the WDD and the employer that outlines, at a minimum, the following information:
      - i. The employer information,
      - ii. The employers documented need for the training,
      - iii. The employees being trained and how the training will benefit each of the employees,
      - iv. Employee demographics including birthdate, hiring date and social security number
      - v. Who is providing the training,
      - vi. What training will be provided,
      - vii. Where the training will be provided,
      - viii. The length of the training to be provided (to include the start and end date, number of days per week, and number of hours per day),
      - ix. The cost of the training program (to include only reasonable and acceptable costs), and
      - x. The amount of employer matching support and how that support will be provided.
  - g. An employer may receive funds through multiple IWT or OJT contracts in the same program year, but the total amount of the WDD's share of all IWT and OJT contracts may not exceed \$49,500 in any program year (July 1 – June 30) without the approval of the WDB's Executive Committee.
2. IWT Application Process
- a. All IWT Program applications (and subsequent activity documentation, including required reporting elements) initiated from November 16, 2009 forward must be entered in the IWTS of Illinois workNet.
  - b. The WDD staff is responsible for the submission of all training program project plans and other required reporting elements.
3. IWT Approval Process
- a. The WDD is responsible for the review and approval of all IWT applications and projects.
4. Matching and Allowable Costs
- a. Matching Requirements:

- i. Employers participating in the program are required to provide matching support (in-kind or direct financial support) for the costs of providing the training to incumbent workers.
- ii. The employer match should not be included in the calculation of project cost included in the Project Plan.
- iii. All matching contributions must clearly relate to IWT.
  - i. All costs must meet the requirements described in 29 CFR 97.24, Matching and Cost Sharing.
  - ii. ~~Employers must provide a minimum of fifty percent in matching contributions.~~
  - iii. There is no maximum limit to the amount of matching contributions an employer may provide.
  - iv. All matching contribution levels for each employer will be determined on a scale based on the ratio of overall project costs and may be negotiable size of the company based on number of employees.
    - 1. The type of match, either in cash or in-kind, is fairly evaluated and follows the specified non-federal share (match) requirements below:
      - a. Ten percent (10%) of the cost, for employers with not more than 50 employees;
      - b. Twenty-five percent (25%) of the cost, for employers with more than 50 employees, but not more than 100 employees; or
      - c. Fifty percent (50%) of the cost, for employers with more than 100 employees.
- iv. The match paid by an employer or group of employers may include the amount of wages paid by the employer(s) to an incumbent worker while the incumbent worker is attending a training program and may include other in-kind contributions.

#### b. Allowable Costs

- i. Allowable costs must be reasonable and necessary for the conduct of the training.
- ii. Costs that may be reimbursed through the grant or used as the matching contribution, include:
  - i. Training development,
  - ii. Instructor wages,
  - iii. Tuition,
  - iv. Training materials and supplies,
  - v. Fees required to complete training,
  - vi. Travel for trainers and participants beyond normal commute,
  - vii. Training facility cost (on- or off-site),
  - viii. Cost for use of the firm's equipment during training, and
  - ix. Fees for technical or professional certifications and/or licensures.
- iii. Participant wages while in training may be used to meet the employer's match requirement but are not reimbursable costs to the WIOA grant; fringe benefits are neither reimbursable nor applicable to the employer's match
- iv. Costs associated with supportive services are not reimbursable under Lake County IWT programs.

#### 5. Programmatic Reporting

- a. The WDD is responsible for reporting on IWT Programs on a quarterly basis.
- b. Quarterly reports are to be completed in the Illinois workNet system within 30 days from the end of each quarter.

#### 6. Eligibility and Performance

- a. Incumbent workers are not required to be determined WIOA eligible, thus they are not considered WIOA participants. As a result, they will not be counted toward local performance standards.
- b. However, all IWT Program and employee data are reported in the IWTS of Illinois workNet.





**Lake County Workforce Development Board**  
**Executive Committee**  
**March 10, 2021**

**Board Service Policy Modification**  
**Policy 7: On-the-Job Training**

**Action**

Approve the Board Service Policy 7 On-the-Job Training (OJT) policy modifications.

**Background**

On May 18, 2020 the Illinois Department of Employment and Training submitted a waiver request to the U.S. Department of Labor regarding certain statutory and regulatory provisions of the Workforce Innovation and Opportunity Act (WIOA) and the accompanying plan to improve the statewide workforce development system (full request can be found [here](#)).

Illinois currently has the authority under WIOA Section 134(c)(3)(H)( ) to provide reimbursements to employers of on-the-job training programs up to 75 percent, and was seeking expansion of the authority to the current allowable employer reimbursement for the wage rate of an On-the-Job Training (OJT) participant for the extraordinary costs of providing training and additional supervision related to the OJT as described in WIOA Section 134(c)(3)(H)(i) and further outlined at 20 CFR 680.720 (b). Illinois proposed a sliding reimbursement scale to the employer based on its size and capability.

Many small Lake County businesses are facing unprecedented demands to keep their doors open and avoid layoffs. Extra incentives such as the increased wage reimbursement is a tool to support a strengthened recovery strategy. This will give Lake County Workforce Development the flexibility to provide an increased incentive to establish new on-the-job training opportunities during a time of uncertainty and recovery.

**POLICY 7: On-the-Job Training**

**I. Purpose**

This policy provides information and guidelines to assist the WDD in implementing OJT programs.

**II. References**

Illinois workNet e-Policy Chapter 7, Section 3: Training Provider and Training Program Eligibility

WIOA Section 134

WIOA Policy 15-WIOA-5.2.1.1

**III. Terms**

OJT is training that is provided by an employer to a paid participant while engaged in productive work in a job that provides the knowledge or skills essential to the full and adequate performance of the job. OJT programs must provide potential new employees, or active underemployed employees (adults, dislocated workers or eligible youth, when appropriate) with the opportunity to acquire new skills or knowledge essential to job performance.

**IV. Policy**

**1. Funding Guidelines**

- a. The WDD is responsible for administering the OJT Program.
- b. Reimbursement is provided to the employer to pay for the extraordinary cost of the training and additional supervision. WDD is responsible for negotiating the reimbursement rate based on the hiring hourly wage, the negotiated number of training hours and the negotiated rate of reimbursement.
- c. The allowable reimbursable rate cannot exceed a rate of 50% of the hourly wage.
- d. Reimbursement rate up to ~~75~~ 90% when taking into account the following factors:

1. The characteristics of the participants taking into consideration whether they are individuals with barriers to employment which is defined as a member of 1 or more of the following populations:
  - Veterans
  - Displaced homemakers
  - Low income individuals
  - Individuals with disabilities
  - Older Individuals
  - Out of School Youth
  - Ex-Offenders
  - Homeless Individuals
  - Participant is unemployed 26 weeks or longer, or
  - The training will lead to an industry recognized credential
2. The number of full-time employees

Employer Size	Rate
1-50	75% 90%
51-300	50% 75%
Over 301	40% 50%

**Lake County Workforce Development Board  
Executive Committee  
March 10, 2021**

**Job Center of Lake County  
MOU PY21**

**MOU Process**

The MOU process for the Job Center of Lake County breaks down the required information into manageable tasks and keeps an open dialogue with and among partners throughout the process. The following steps are proposed:

- Additional meetings with the WIOA core partners will be scheduled to clarify the expectations of the infrastructure cost sharing requirements of WIOA. These meetings will be scheduled in April and May.
- There are recommended deadlines to review documents, complete MOU sections, and return information. These deadlines are set to meet the required dates as outlined in the Governor's Guidelines.
- Completed documents and information should be emailed to lgergely@lakecountyil.gov and the information will be compiled into a complete document and disseminated to all partners.

The Governor's Guidelines note the following required dates:

- Outcomes/progress report is due April 15, 2021
- Signed MOU is due June 30, 2021

**Infrastructure Costs**

Infrastructure costs are calculated based on the square footage of the Job Center resource room, training rooms, and common areas. Infrastructure costs are paid directly by the LCWDD using WIOA Title I funding. Required partners must make a cash contribution to the infrastructure costs based on their negotiated FTE.

<b>Infrastructure Costs</b>	<b>2018 Expenses 7.1.18 - 6.30.19</b>	<b>2019 Expenses 7.1.19 - 6.30.20</b>	<b>2020 Budget 7.1.20 - 6.30.21</b>	<b>2021 Planned Budget</b>	<b>Variance 2021 vs. 2020</b>
<b>Facilities Costs</b>					
Lease Cost	79,716.84	81,469.94	81,470.00	83,099.00	1,629.00
Security Services	40,855.43	34,198.96	44,496.00	44,496.00	-
Cleaning Services	6,624.00	6,182.40	6,624.00	6,624.00	-
Gas/Electric HVAC	16,480.42	16,411.28	15,264.00	14,233.00	(1,031.00)
Parking	13,860.00	13,860.00	13,860.00	14,137.00	277.00
<b>Technology Costs</b>					
Equipment Rental (Copiers & Fax)	3,485.78	4,238.02	3,500.00	3,500.00	-
Office Supplies	3,286.83				
<b>Total Infrastructure</b>	<b>164,309.30</b>	<b>156,360.60</b>	<b>165,214.00</b>	<b>166,089.00</b>	<b>875.00</b>

**Full-Time Equivalent (FTE)**

When negotiating comprehensive one-stop center infrastructure costs, required partners commit a number of FTEs to the operation of the local one-stop delivery system. The minimum FTE must be .25 can be shared among agencies delivering the same programs. Total number of FTE negotiated is 23.13 which equates to a FTE contribution of \$166,089/22.13 = \$7,505.15.

State Agency	Program Partner	Agency	Onsite FTE	Direct Linkage	Total FTE
Commerce	Title I – Adult, Youth, DW	Workforce Development	6	6	12
	TAA		.5	.5	1
	CSGB	Community Action Partnership	0	.25	.25
IDES	Title III – Wagner Peyser	IDES	1.75		1.75
	Veteran Services	IDES	2		2
	UI Comp Program	IDES		.25	.25
	TRA	IDES		.25	.25
	MSFWs	IDES	.25		.25
ICCB	Title II – Adult Ed	College of Lake County	.5	.25	1.13
		Mundelein High School		.25	
		Highland Park High School		.13	
	Career & Tech Ed - Perkins	College of Lake County		.25	.25
DHS	Title IV – Voc Rehab	Waukegan Field Office	.5	.5	1
	TANF – DHS	Waukegan Field Office	.25		.25
Aging	SCSEP	National Able	.25		.25
DOC	Second Chance	NA	0	0	0
	YouthBuild DOL	YouthBuild Lake County		.125	.125
		Youth Conservation Corp		.125	.125
	HUD	Waukegan Housing Authority		.125	.125
		Lake County Housing Authority		.125	.125
	JobCorps	Paul Simon Chicago JobCorps Center	1		1
		<b>Totals</b>	<b>13</b>	<b>9.13</b>	<b>22.13</b>