



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, September 24, 2020 at 8:15 AM

Zoom Meeting URL:

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

- I. Call to Order** Andrew Warrington, Chairman
- II. Public Comment**
- III. Chairman's Report** Andrew Warrington
- Strategic Agenda and Dashboard
 - [Illinois Workforce Partnership - Award Video](#)
 - Equity Task Force Attachment A
- IV. Consent Agenda Items**
- Approve:**
- Lake County Workforce Development Board June Meeting Minutes Attachment B.1
 - Regional and Local Plan required modifications Attachment B.2
 - Board Service Policy 15: Supported Services modifications as recommended by the Operations Committee Attachment B.3
 - Board Service Policy 14: Youth Eligibility Requirements Policy modifications as recommended by the Talent Pipeline Committee Attachment B.4
- Accept:**
- US DOL Dislocated Worker Grant – Disaster Recovery Grant in the amount of \$1,223,650 Attachment B.5
 - US DOL Dislocated Worker Grant – Employment Recovery Grant in the amount of \$298,011 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 Attachment B.7
 - Equal Opportunity Compliance Monitoring Attachment B.8
 - Lake County Workforce Development July 2020 Grant Expenditure Report Attachment B.9
 - Lake County Workforce Development PY19 Contract Report Attachment B.10

V. State of Lake County - Presentation and Discussion

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

VI. Workforce Board Strategic Plan

- 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

VIII. Adjournment



Emily Garrity, Co-Chair
Carlotta Roman, Co-Chair

Equity Task Force Overview

The Job Center of Lake County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY 800-526-0844 or 711. To request accommodations, please contact dharris@lakecountyil.gov or 847-377-3423.

Background

Governor Pritzker has a strong agenda for ensuring that economic prosperity reaches underserved communities and creates opportunities across the state for all citizens by removing barriers for economically disadvantaged populations. Two avenues exist to move these priorities forward; the response to Governor Pritzker's Executive Order 2019-03 - An Action Agenda for Workforce Development and Job Creation and the priorities within A Plan to Revitalize the Illinois Economy and Build the Workforce of the Future. Both rely on data-driven approaches to establish goals and inform policy that will reduce equity gaps. Building on this direction, the WIOA Unified, Regional and Local Plans along with the Perkins State Plan all have guiding principles for equitable access and opportunity for all populations.

Implementation

As equitable access is a fundamental principle within the Plans as well as a high priority of the Governor, a Task Force made up of Lake County Workforce Development Board members and partners will come together to develop a framework of recommendations within Lake County's workforce system to establish goals and improve inequality for the populations we serve. The taskforce shall be in place for one year unless requested by the board to be extended further.

Ways in which a Task Force under the direction of the Lake County Workforce Development Board will address equity and inform policy, include:

- creating shared definitions for a set of key terms addressing equity,
- developing education and workforce tools that can track program access and outcomes-and that disaggregate data by race, gender, and target population to reveal disparities in policies and programs.
- examining programs, policies, and practices and then infuse issues of equity and inclusion into these programs, policies, and practices,
- establishing equity goals and
- making recommendations regarding inclusive and diverse approaches including professional development of staff to ensure they use an equity lens in serving their diverse populations.

Lake County Workforce Development Board Meeting Minutes

Thursday, June 25, 2020 at 8:00 AM

Zoom: <https://zoom.us/j/94718930669?pwd=M2toS3BNV2xJcFIBWDVibXRROHE5QT09>

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

Absent: Lacie Mayer, Tony Figueroa, Ginny Weekly, Eugene Roberson, Roycealee Wood, Jennifer Harris, Mike Nugent

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

Chairman Warrington called the meeting to order at 8:02 AM. A roll call vote was made, and a quorum was present.

Chairman Warrington announced that the Governor signed into law Public Act 101-640, which adds a section to the Open Meetings Act to address remote meetings held when the Governor has issued a disaster declaration. Section 7(e) of OMA lists several requirements for those meetings, and section 7(e)(6) states that all votes taken during these meetings must be "conducted by roll call."

II. Approval of Consent Agenda

1. Board Meeting Minutes – February 27, 2020 [Attachment A.1](#)
2. Approve the PY20 Job Center of Lake County MOU and Operating Budget for July 2020 – June 2021 [Link to Attachment](#)
3. Accept the DCEO Regional Technical Assistance Grant in the amount of \$166,005.65 [Attachment A.2](#)
4. Accept the DCEO Rapid Response Small Business Layoff Aversion Grant in the amount of \$123,942.26 [Attachment A.3](#)

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

A roll call vote was made, and the motion carried.

III. Public Comment

There was no public comment.

IV. Chair's Report..... Andrew Warrington, Board Chairman

- Welcome to Eric Bravo, Lake County Workforce Development Board Intern

Chairman Warrington welcomed Eric Bravo the new Lake County Workforce Development Board Intern. Eric will be with us starting July 1 for 9 weeks in total. His focus will be on reviewing the WFB policies

and researching ways we can better serve more customers with a more equitable outcome.

V. New Business

- **Action Item**

Approve the Nomination Committee's Recommended Slate of Officers for PY20

- The Executive Committee voted at the June 3, 2020 meeting to recommend approval of the Slate of Officers presented by the Nominating Committee
 - a. The Slate as recommended includes:
 - i. Andrew Warrington, Chair
 - ii. Karen Stoneman, 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, 2020

The Nominating Committee Chair, Member Dempsey, presented the recommended slate of officers as Andrew Warrington to serve as Chair and Karen Stoneman to serve as Vice-Chair. Member Dempsey asked for additional nominations from the floor to consider. There were no nominations from the floor. Member Dempsey put a motion on the floor for the approval of the slate of officers presented by the Nominating Committee.

Action: A motion was made by Member Statter, seconded by Member Santos George, to approve the Nominating Committee's Recommended Slate of Officers for PY2020.

A roll call vote was made, and the motion carried.

- **Action Item**

Attachment B and Handout

Approve the Lake County Workforce Development Strategic Plan as recommended by the Executive Committee

Action: A motion was made by Member Dempsey, seconded by Member Garrity, that the Lake County Workforce Development Strategic Plan as recommended by the Executive Committee be approved.

A roll call vote was made, and the motion carried.

- **Action Item**

[Link to Attachment](#)

Approve the Workforce Innovation and Opportunity Act (WIOA) Four-Year Plan for the Northeast Economic Development Region

Action: A motion was made by Member Hammerlund, seconded by Member Stoneman, that the Workforce Innovation and Opportunity Act (WIOA) Four-Year Plan for the Northeast Economic Development Region be approved.

A roll call vote was made, and the motion carried.

- **Action Item**

[Link to Attachment](#)

Approve the Lake County Workforce Development Board WIOA Four-Year Local Plan

Member Serino reviewed the local plan and shared some highlights and collaborations within the plan.

Board member asked for more information regarding apprenticeships with the College of Lake County. The question was directed to the representative from the College of Lake County, President Lori Suddick. Member Suddick asked to discuss this question during her presentation scheduled later in the meeting.

Action: A motion was made by Member Rummel, seconded by Member Stoneman, that the Lake County Workforce Development Board's WIOA Four-Year Local Plan be approved.

A roll call vote was made, and the motion carried. Member Statter abstained.

- **Action Item**

[Attachment C and Handout](#)

Accept the following grant awards and approve the grant plans:

- Workforce Innovation & Opportunity Act PY20 Allocations in the amount of \$6,580,878
- Workforce Innovation & Opportunity Act PY19 Revised Allocations in the amount of \$40,000

Action: A motion was made by Member Garrity, seconded by Member Rummel to accept the following grant awards and to approve the grant plans:

- *Workforce Innovation & Opportunity Act PY20 Allocations in the amount of \$6,580,878*
- *Workforce Innovation & Opportunity Act PY19 Revised Allocations in the amount of \$40,000*

A roll call vote was made, and the motion carried.

- **Action Item**

[Attachment D](#)

Approve the Comprehensive Career Pathway Workforce Innovation & Opportunity Act Youth Subrecipients Agreements Totaling \$386,528.00 to serve 60 WIOA eligible youth as recommended by the Executive Committee

Member Serino explained that the LCWDB received four proposals from the following entities: Employee Connections, North Chicago High School (District 187), The Community Works, and First Institute Training & Management, Inc. The review and evaluation of the proposals was completed by LCWDB Board and committee members as well as Lake County Workforce Development Department (LCWDD) staff. Proposals were evaluated and scored against evaluation criteria documented in the RFP (scores are listed below); interviews were conducted with all proposing entities.

Negotiations took place the week of April 13, 2020 with Employee Connections, North Chicago High School (District 187), The Community Works, and First Institute Training & Management, Inc. which included program deliverables, program performance, and budgets. Considering the New landscape with COVID-19, Lake County Workforce Development program staff will work with each contractor to develop a program design that best serves each participant virtually and in-person.

Action: A motion was made by Member Melton, seconded by Member Crivlare to approve the Comprehensive Career Pathway Workforce Innovation & Opportunity Act Youth Subrecipients Agreements Totaling \$386,528.00 to serve 60 WIOA eligible youth as recommended by the Executive Committee.

A roll call vote was made, and the motion carried.

VI. Updates and Information

1. Association of Workforce Boards

Member Warrington shared with the Board that the 2020 FORUM will be held virtually. A report of the FORUM activity will be shared at completion. More to come.

2. Illinois Workforce Innovation Board

Member Warrington gave an update on the IWIB and shared that a Mark Burgess has taken on a new role in the Office of Employment and Training, as a Performance Manager. He announced that the IWIB has created a new Equity and Inclusion Taskforce. The most up to date newsletter can be found [here](#).

3. Workforce Partners of Metropolitan Chicago

No discussion took place.

4. Lake County Workforce Development

- **Job Center of Lake County One Stop Certification**

Member Serino shared that a One Stop Certification team was identified and completed the full certification on June 20, 2020. WIOA requires all one-stop centers to meet certification requirements, including assessments of their effectiveness, physical and programmatic accessibility, and continuous improvement.

- **DCEO PY19 Combined Monitoring**
- **Grant Expenditure Report - April 2020**

[Attachment E](#)

Member Serino reviewed the Grant Expense Report and the DCEO PY 19 monitoring plan with Committee.

5. College of Lake County

Member Suddick and Ali Obrien gave an update on the Advanced Technology Center at the College of Lake County. You can find the full presentation [here](#).

6. Lake County Partners

Member Considine shared that eligible local businesses can begin applying in July for grants of up to \$30,000 from the Lake County Small Business Assistance COVID-19 Grant Program. The Lake County Board allocated \$10 million to the program last month out of \$19 million in emergency economic relief provided by Congress under the Coronavirus Aid, Relief, and Economic Security Act or CARES Act. The money can be used to cover the costs of up to four months of occupancy, including rent, mortgage and

utility payments, as well as for any costs associated with the coronavirus pandemic. That could include personal protective equipment, plexiglass dividers, extra cleaning services and training.

VII. Next Regular Meeting – September 24, 2020

Chairman Warrington noted that the next Board meeting will be held on September 23 at 8:00 AM.

VIII. Adjournment

A motion was made by member Rummel and second by member Stoneman that the meeting be adjourned. The meeting was adjourned at 9:42 AM.

**LWIB CHAIR AND CEO(S)
FORMAL REVISION APPROVAL LETTER**

VIA ELECTRONIC MAIL

July 21, 2020

Michael Baker
Manager – Strategic Planning & Innovation
Illinois Department of Commerce and Economic Opportunity
500 E. Monroe St.
Springfield IL 62701

Dear Michael Baker, on behalf of the WIOA Interagency Technical Assistance Team:

The revisions to the [Regional and Local Plans for Program Year 2020 here enclosed have been reviewed and approved by the Local Workforce Innovation Board and Chief Elected Officials of Local Workforce Innovation Area 1.

Attached is a detailed report specifying the required revisions addressed and the location of the revisions in the Regional and Local Plans submitted 7/21/2020.

Andrew Warrington
Lake County Workforce Development Board Chair
1 North Genesee Street
Waukegan, Illinois
60085

Sandy Hart
Lake County Board Chair
18 North County Street, 10th Floor
Waukegan, Illinois
60085

Sincerely,

Andrew Warrington
Lake County Workforce Development Board Chair

Sandy Hart
Lake County Board Chair

ON BEHALF OF THE LWIA 1 LOCAL WORKFORCE INNOVATION BOARD

cc: Laura Gergely, Jennifer Serino

LWIB CHAIR AND CEO(S)
FORMAL REVISION APPROVAL LETTER
CONFIRMATION OF REQUIRED REVISIONS MADE

In the space provided below, please list the required revisions that were addressed by the local area in the revised submission of the regional and/or local plan and, if applicable, the page number on which the revision is located.

REQUIRED MODIFICATIONS

REQUIRED REVISIONS MADE	
<i>Page # of Addressed Revision</i>	<i>Required Revision</i>
Required Revisions in the Regional Plan effective beginning July 1, 2020:	
8-9	Required revision for compliance: Please describe how well the existing skills of job seekers match the demands of local businesses.
36	<p>Required revision for compliance: Please describe how well existing training programs in the region and local areas prepare job seekers to enter and retain employment with regional businesses.</p> <p>Question of clarification: Is the current list of business services team activities intended to suffice as a response to this required content or was Chapter 2, Item A(4) left out of the plan?</p>
46	Required revision for compliance: If applicable, please list economic development organizations, WIOA service providers or businesses that were invited to participate but declined
Required Revisions in the Local Plan effective beginning July 1, 2020:	
14	<p>Required Revision for compliance: Please revise the Service Integration Action Plan statement [Chapter 4, Item A(2)] to read:</p> <p><i>The Local Workforce Innovation Area (enter number) Service Integration Action Plan provides a description of how local workforce partners will align and coordinate services as required by the State of Illinois Service Integration Policy (WIOA Policy Chapter 1, Section 13). Information from the initial Service Integration Action Plan is included below. Any subsequent modifications to the Service Integration Action Plan are incorporated by reference into this plan.</i></p>
49-50	Required revision for compliance: Please identify the local area goals for each specific work-based learning activity and the proposed outcomes related to those activities.

Lake County Workforce Development Board September 24, 2020

Action

Approve the Board Service Policy 15: Supported Services Modifications as recommended by the Operations Committee.

Background

Per the [USDOL COVID-19 FAQs](#), WIOA funds can be used to pay for devices and broadband internet service that will allow a participant to create or maintain a wireless connection for distance learning, searching for jobs, and other employment and training services where such services are already allowable. Grant recipients are expected to use sound fiscal prudence to maximize value for each taxpayer dollar spent by reaching as many participants as possible while also considering the cost and length of time remaining in the period of performance.

POLICY 15: Support Services

Recommended Modification

Terms

Supportive services include transportation, childcare, dependent care, assistance with educational training and testing, technology and **broadband internet services**, payments and fees for employment and training related applications, test, and certifications, reasonable accommodations for individuals with disabilities and housing.

Policy

1. Eligibility for Supportive Services
 - a. Transportation costs are eligible for payment/reimbursement after verification for the days the participant has attended a scheduled training class, a scheduled work-based learning activity including an interview, a job shadow, a work-site tour, an unpaid work-experience.
 - b. Transportation costs are eligible for payment/reimbursement for the first 60 days of employment.
 - c. Technology costs are eligible for payment/reimbursement when remote learning is required, and a participant does not have access to a home computer. Payment/reimbursement not to exceed \$500.
 - d. **Broadband internet service costs are eligible for payment/reimbursement when a customer needs to create or maintain a wireless connection for distance learning, searching for jobs, and other employment and training services where such services are already allowable. Based on research payment/reimbursement should not exceed \$25.00 per month while enrolled in services.**
 - i. **Case managers should analyze and ensure that the broadband internet service costs are reasonable and necessary on an individual basis.**
 - ii. **Case managers should work with each individual customer to identify the most cost-effective method of obtaining the internet service. For example: case managers direct participants to local companies that aid with low-income residents in accessing the internet. Please see: [Your Guide to Internet Service During COVID-19 Outbreak](#).**

Lake County Workforce Development Board September 24, 2020

Action

Approve the modifications to Policy 14 - Youth Eligibility Requirements as recommended by the Talent Pipeline Committee.

Background

The Youth Eligibility Requirements Policy is used to determine which individuals are eligible to receive WIOA services under the youth funding stream. Eligibility criteria for an individual's funding is determined by the Workforce Innovation and Opportunity Act and all related legislation.

As such, it must specifically be noted that the Lake County Workforce Development Board Service Policy for eligibility for Out-of-School Youth aligns closely with federal and state regulations.

However, in recognition of the economic conditions and furthering of economic burdens brought onto many out-of-school youth during the pandemic, the following modification to the Youth Eligibility Requirements is being recommended to be in effect for at least one year from the time this document is approved by the board's executive committee.

Examples

Due to the pandemic, an out-of-school youth may have been impacted by circumstances such as:

- Themselves or a parent having been displaced from their workplace
- Having to relocate due to financial hardship
- Loss of a part-time job
- General financial hardship

POLICY 14: Youth Eligibility Requirements

Recommended Modification

I. Purpose

This policy states the eligibility requirements of individuals seeking services under the youth funding stream. To be eligible for activities carried out under the youth funding stream an individual shall, at the time of eligibility determination is made, be an out-of-school youth or an in-school youth.

II. References

Illinois workNet ePolicy Chapter 5, Section 4.2: Eligibility Requirements for In-School Youth

Illinois workNet ePolicy Chapter 5, Section 4.1: Eligibility Requirements for Out-of-School Youth

WIOA section 129(a)(1)(B), 20 CFR 681.290, Richard B. Russell National School Lunch Act (Sec. 3(36) (A)(iv), section 477 of the Social Security Act

III. Terms

None.

IV. Policy

1. Out-of-School Youth Eligibility

- a. To be provided services as an "out-of-school youth," the individual must be:

- i. Not attending any school as defined under state law, individuals attending Adult Education provided under Title II of WIOA, YouthBuild or Job Corps are also classified as out-of-school youth;
- ii. Not younger than age 16 or older than age 24 at the time of enrollment; and
- iii. One or more of the following:
 - i. A school dropout as defined by the state;
 - ii. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter as defined by the school district and the applicable school based on the student's residence or assignment;
 - iii. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
 - a. Basic skills deficient (20 CFR 681.290); or
 - b. An English language learner.
 - iv. Subject to the juvenile or adult justice system;
 - v. Homeless, a homeless child or youth, a runaway, in foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement;
 - vi. Pregnancy or parenting;
 - vii. An individual with a disability;
 - viii. A low-income individual requiring additional assistance to enter or complete an educational program to secure or hold employment.
- b. For individuals required to attend school under applicable state compulsory school attendance laws, the priority of assistance shall be for the individual to attend school regularly.

2. In-School Youth Eligibility

- a. To be provided services under the youth funding stream as an "in-school youth," the individual must be:
 - i. Attending school as defined under state law, including secondary and postsecondary school;
 - ii. Not younger than age 14 or (unless an individual with a disability who is attending school under state law) older than age 21 at the time of enrollment;
 - iii. A low-income individual; and
 - iv. One or more of the following:
 - i. Basic skills deficient;
 - ii. An English language learner;
 - iii. An offender;
 - iv. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement;
 - v. An individual who is pregnant or parenting;
 - vi. An individual with a disability;
 - vii. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

3. Low-Income Determination

- a. A low-income individual is any youth who:
 - i. Receives a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (Sec. 3(36) (A)(iv)); or
 - ii. Lives in a high poverty area based on DOL TEGL 21-16, WIOA regulations at 20 CFR and 681.260, which define high poverty areas as a Census tract (FactFinder.Census.Gov).
- b. A youth that requires additional assistance to enter or complete an educational program or to secure or hold employment is any youth who:
 - i. Has lost a parent or caregiver due to:
 - i. Death,

- ii. Divorce,
 - iii. Incarceration,
 - iv. Military deployment, or
 - v. Other separation; or
- ii. A youth that has been referred by their school to the Lake County Regional Office of Education's Attendance and Truancy Division due to poor attendance/truancy.
- iii. A youth and/or caregiver or parent has experienced economic hardship due to the COVID-19 pandemic (this policy will be in effect until 9/15/2021). Such as, but not limited to:
 - a. Workplace displacement
 - b. Relocation, such as due to eviction
 - c. Loss of job
 - d. Demonstrated financial hardship

ACCEPT: US DOL DISLOCATED WORKER GRANT – DISASTER RECOVERY GRANT IN THE AMOUNT OF \$1,223,650.

GRANT PERIOD: 6/1/20 – 3/31/2022

In response to the US Secretary of Health and Human Services (HHS) declaring COVID-19 a health emergency, US Department of Labor made available WIOA Disaster Recovery Dislocated Worker Grants to states. DWGs are time-limited funding assistance in response to major economic dislocations or other events that cause significant impact on states and local areas that exceed the capacity of existing formula funds and other relevant resources to address.

Disaster Recovery DWGs provide disaster-relief and humanitarian assistance employment, as well as employment and training services, as appropriate, to minimize the employment and economic impact of declared disasters and emergency situations, in disaster-declared areas as defined in 20 CFR 687.110(b).

- Illinois Department of Commerce and Economic Opportunity received a DWG Disaster Recovery grant of \$8.325Million.

Workforce Development and the Lake County Health Department applied for a grant to hire contact tracers and was awarded \$1,223,650 to hire 33 contact tracers.

Eligible individuals:

- Temporarily or permanently laid off as a consequence of the Covid-19 disaster or emergency,
- Self-employed individual who became unemployed or significantly underemployed as a result of the Covid-19 emergency or disaster; or
- A long-term unemployed individual

Disaster Relief Employment (DRE)

Disaster relief employment must directly relate to the effects or complications of widespread COVID-19 pandemic, is temporary in nature, may last no longer than 12 months/2,080 hours.

The grant will cover participant wages hired as contact tracers, purchase of remote work equipment, and a case manager to be hired by Workforce Development.

ACCEPT: US DOL DISLOCATED WORKER GRANT – EMPLOYMENT RECOVERY GRANT IN THE AMOUNT OF \$298,011.

GRANT PERIOD: 7/1/20 – 6/30/2022

In response to the US Secretary of Health and Human Services (HHS) declaring COVID-19 a health emergency, US Department of Labor made available WIOA Disaster Recovery Dislocated Worker Grants to states. DWGs are time-limited funding assistance in response to major economic dislocations or other events that cause significant impact on states and local areas that exceed the capacity of existing formula funds and other relevant resources to address.

Employment Recovery DWGs provide resources to respond to major economic dislocations, such as large, unexpected layoff events that cause significant job losses. Awards are determined by the demonstration of need for additional funds to provide employment and training assistance to workers affected by major economic dislocations, such as plant closures and mass layoffs. Employment Recovery DWGs provide employment and training assistance to dislocated workers.

Illinois Department of Commerce and Economic Opportunity received a DWG Employment Recovery grant from U.S. DOL and Workforce Development applied for a grant to serve 20 dislocated workers.

Eligible individuals:

- Dislocated worker including workers impacted by COVID.
- Trade-affected workers may receive DWG-funded training if their required training is not covered by the TAA Program.

Employment Recovery Grant Activities

Employment and training assistance is provided and includes career services, training services, supportive services and follow-up services.

The grant will cover participant's tuition, work-experience wages, and supportive services and a case manager to be hired by Workforce Development.



Workforce Development Department
1 North Genesee Street
Waukegan, Illinois 60085
847-377-3450

August 20, 2020

John Barr
Office of Employment and Training
Illinois Department of Commerce and Economic Opportunity
John.W.Barr@illinois.gov

Dear Mr. Barr:

This letter summarizes the responses and corrective actions taken to date by the Lake County Workforce Development Department in response to the DCEO letter dated July 27, 2020 summarizing the findings and management recommendations of the combined fiscal and programmatic monitoring. DCEO conducted remote monitoring during the period of May 21, 2019 through May 29, 2020 to monitor compliance with the Workforce Innovation and Opportunity Act, the Trade Act and its amendments, and other applicable rules, regulations and policies. The period reviewed during this monitoring was April 1, 2019 through March 31, 2020.

Fiscal Monitoring Results:

There were no materials fiscal findings.

Programmatic Monitoring Results:

Finding #1

Data Validation: All of the assessment test dates and/or scores recorded in IWDS are not consistent with all of the hard copy assessments tests in the participant file.

Jones, Ramone S XXX-XX-8220 - Test dates are different - IWDS 9/21/19 and hard copy of the TABE mathematics test is on 9/11/19

Corrective Action #1

The LWIA must ensure that the test dates and test scores recorded in IWDS match the hard copy of all of the tests in the participant file.

Lake County Workforce Development Response #1

Lake County Workforce Development corrected the test dates and test scores in IWDS to match the hard copy of the test.

Finding #2

Trade Program Administration: The dates on the TAA Additional Info Screen do not match the dates on the TAA Benefits, Rights and Obligations (Form #001) and the Trade Adjustment Assistance Standard Application (Form #002).

Rokusek, Daniel S XXX-XX-7788 - Impact dates do not match - TAA additional info screen in IWDS is showing 3/16/17 and IDES TRA is showing 3/15/18

Zhang, Suzie XXX-XX-2788 - Impact dates do not match - IWDS is showing 3/16/17 and IDES TRA is showing 3/15/18

Corrective Action #2

For each identified customer, the LWIA must ensure that the dates on the TAA Additional Info Screen match the dates on the Trade Adjustment Assistance Standard Application and the TAA Benefits, Right and Obligations Form. Although the impact date is off by only one day, it is important that it is corrected because the impact date is one of the critical dates in determining the eligibility of the Trade customers. If a case manager is not able to correct the date in the system, the LWIA is advised to work with the DCEO Trade Program staff to make the correction in the system.

Lake County Workforce Development Response #2

Lake County Workforce Development worked with DCEO Trade program staff to make the correction in IWDS. The impact date in IWDS matches IDES TRA date of March 15, 2018.

Finding #3

Non-Compliant Local Workforce Innovation Board Membership: Based on the information available at the time of this review, the Local Workforce Innovation Board does not include all of the WIOA-required members. The WIOA requires the board to include two (2) or more representatives of labor organizations where such organizations exist in the local area and, whom have been nominated by local labor federations. Where labor organizations do not exist in the local area, representatives must be selected from other employee representatives. (20 CFR 679.320(c)(1))

Corrective Action #3

The Chief Elected Official (CEO) for LWIA 1 must appoint at least one additional labor representative to the Local Workforce Innovation Board as outlined in the WIOA regulations. The LWIA must continue to work with the Department and provide the completed local workforce board composition documents as evidence that the board appointment has been made.

Lake County Workforce Development Response #3

Lake County Workforce Development is working with the Chief Elected Official (CEO) to identify an additional labor representative to be appointed to the Workforce Board of Lake County and requesting 6 months to complete this process and have an additional labor representative appointed to the Lake County Workforce Development Board and the local board composition documents submitted to DCEO.

If you should have any additional questions, please contact Jennifer Serino at 847-377-2224 or Angela Cooper at 847-377-3420.

Sincerely,



Jennifer Serino

cc: Sandy Hart
Andrew Warrington
Demar Harris
Angela Cooper
Tony Lesniak



Illinois
Department of Commerce
 & Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
 JB Pritzker, Governor

July 27, 2020

Ms. Jennifer Serino
 Director
 Lake County Workforce Development Department
 1 North Genesee Street, Floor 1
 Waukegan, IL 60085-8103

Re: Grant Nos.: 17-632001, 17-651001, 17-661001, 17-681001, 18-651001, 18-671001, 18-681001,
 19-651001, 19-671001, 19-681001

Dear Ms. Serino:

This letter summarizes the results of the combined fiscal and programmatic monitoring conducted remotely during the period of May 21, 2019 through May 29, 2020, by Tony Lesniak, George Nelson, Simona Velazquez, Tom Mraz, and Carmind Burns of this Department. The purpose of the visit was to monitor compliance with the Workforce Innovation and Opportunity Act, the Trade Act and its amendments, if applicable, and other applicable rules, regulations, and policies. The period reviewed during this monitoring visit was April 1, 2019 through March 31, 2020.

The results of the monitoring visit, which were discussed at the exit conference held on July 23, 2020, follow. Findings are labeled by component and element as they appear in our monitoring instrument. The results of the fiscal monitoring appear first, followed by the results of the programmatic monitoring.

Fiscal Monitoring Results:

There were no material fiscal findings.

Programmatic Monitoring Results:

Element: E - Training Services - Youth, Adult, Dislocated Worker, Trade

Finding #1: Data Validation: All of the assessment test dates and/or scores recorded in IWDS are not consistent with all of the hard copy assessments tests in the participant file.

Jones, Ramone S XXX-XX-8220 - Test dates are different - IWDS 9/21/19 and hard copy of the TABE mathematics test is on 9/11/19

Corrective Action #1: The LWIA must ensure that the test dates and test scores recorded in IWDS match the hard copy of all of the tests in the participant file.

Finding #2: Trade Program Administration: The dates on the TAA Additional Info Screen do not match the dates on the TAA Benefits, Rights and Obligations (Form #001) and the Trade Adjustment Assistance Standard Application (Form #002).

Rokusek, Daniel S XXX-XX-7788 - Impact dates do not match - TAA additional info screen in IWDS is showing 3/16/17 and IDES TRA is showing 3/15/18

Zhang, Suzie XXX-XX-2788 - Impact dates do not match - IWDS is showing 3/16/17 and IDES TRA is showing 3/15/18

Corrective Action #2: For each identified customer, the LWIA must ensure that the dates on the TAA Additional Info Screen match the dates on the Trade Adjustment Assistance Standard Application and the TAA Benefits, Right and Obligations Form. Although the impact date is off by only one day, it is important that it is corrected because the *impact date* is one of the critical dates in determining the eligibility of the Trade customers. If a case manager is not able to correct the date in the system, the LWIA is advised to work with the DCEO Trade Program staff to make the correction in the system.

Finding #3: Non-Compliant Local Workforce Innovation Board Membership: Based on the information available at the time of this review, the Local Workforce Innovation Board does not include all of the WIOA-required members. The WIOA requires the board to include two (2) or more representatives of labor organizations where such organizations exist in the local area and, whom have been nominated by local labor federations. Where labor organizations do not exist in the local area, representatives must be selected from other employee representatives. (20 CFR 679.320(c)(1))

Corrective Action: The Chief Elected Official (CEO) for LWIA 1 must appoint at least one additional labor representative to the Local Workforce Innovation Board as outlined in the WIOA regulations. The LWIA must continue to work with the Department and provide the completed local workforce board composition documents as evidence that the board appointment has been made.

Programmatic Monitoring Management Recommendations and Observations:

Management Recommendation #1: DCEO Monitors discovered an incorrect version of the Trade Adjustment Assistance Standard Application (Form #002) had been used for some customers; Constatino Albiter and Suzie Zhang. It is recommended that all case managers download the most recent version of the application from Illinois workNet to use for any new customers or use the printed IWDS version once all the data is entered in IWDS for the customer.

A written response to all findings, including proper documentation, is to be submitted to the Department within 30 days of the date of this letter. The response should be addressed to John Barr at John.W.Barr@Illinois.gov. The Department requires that all responses be furnished in a Word document with back up documentation provided as an attachment in PDF format. A copy of the signed response letter must also be provided.

I would like to thank you and your staff for your cooperation during the monitoring visit. Questions regarding the programmatic monitoring should be directed to myself at 312-814-8428.

Sincerely,

John Barr

John Barr
Office of Employment and Training

cc: Sandy Hart
Andrew Warrington
Demar Harris
Angela Cooper
Tony Lesniak
George Nelson
Simona Velazquez
Tom Mzar
Carmind Burns

**DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY
EQUAL OPPORTUNITY COMPLIANCE EXAMINATION**

Summary of Findings for the Lake County Workforce Development Department

Release Date: August 28, 2020

Total findings this review: 1

Total last audit: 7

Repeated from last audit: 0

Jurisdiction and Scope of Review:

Tim Golemo conducted self-assessment monitoring reviews for the Federal Workforce Innovation and Opportunity Act (WIOA) funds granted through the Lake County Workforce Development Department (LCWDD). The compliance review was conducted pursuant to 29 CFR 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act and the EO Policy Letter No. 00-07.

Locations included in Self-Assessment:

The following list includes the Illinois workNet and affiliated satellite offices that were included in the monitoring review.

1. Job Center of Lake County- 1 North Genesee Street, Floor 1, Waukegan, IL 60085
2. Grayslake Job Center- 800 Lancer Lane, Grayslake, IL 60030

LWIA Contract Service Providers included in self-assessment review:

1. Kotra Truck Driving School - 35 Old Skokie Road, Park City, IL 60085
2. Comnet Group Inc. - 150 South Saunders Road, Suite 150, Lake Forest, IL 60045
3. College of Lake County- 19351 W. Washington Street, Grayslake, IL 60030
4. SHINE Pharmacy Technician Program- 1201 N. Sheridan Rd., Waukegan IL, 60085
5. Youth conservation Corps. – 1020 W. Greenwood Ave., Waukegan, IL 60087
6. Northpointe Resources – 3441 Sheridan Rd., Zion, IL 60099
7. State Career College – 2770 Grand Avenue, Waukegan, IL 60085
8. YouthBuild Lake County – 2303 Kemble Ave., North Chicago, IL 60064

Compliance Examination Time Period:

The monitoring review provides assurance that LCWDD's EO policies, operational programs, and administrative procedures, records, and reports complied with the State and Federal regulations during the period since the last review was conducted (June 2017 – present).

WIOA Programs Administered:

The following programs using Federal WIOA funds as granted by DCEO: Adult (1A) Training, Dislocated Worker Program (DWP), Youth (1Y), WIOA Rapid Response, COVID Grants, Trade Adjustment Assistance (TAA), National Dislocated Worker, Innovation Grants, Dislocated Worker Disaster, Dislocated Worker Employment Recovery, and Opioid Crisis grants.

Synopsis of Findings:

Based on the evaluation conducted, the Office of Equal Opportunity Monitoring and Compliance (EOMC) offer the following synopsis of findings identified during the annual EO compliance monitoring:

Designation of Equal Opportunity Office (29 CFR 38.28 – 38.33): Compliant – LCWDD designated Demar Harris as the EO Officer for their local workforce area. Mr. Harris reports to the Executive Director. He has attended EO related training including those held by the DCEO.

Notice and Communication (29 CFR 38.34 - 38.38): Compliant – LCWDD complies with all required notice and communication requirements. LCWDD met full compliance with the federal requirements (29 CFR 38.39) for providing initial and continuing written notice and communication that it: does not discriminate on any prohibited ground; describes an individual's right to file a discrimination complaint; and, communicates the "Equal Opportunity is the Law" Notice to individuals with disabilities and to other populations with special needs.

Contract and Assurances 29 CFR 38.25: Compliant – LCWDD documented written assurances including the required nondiscrimination and equal opportunity language in all grants, cooperative agreements, plans, contracts, and other similar documentation. Maintenance of written documentation was also self-assessed as adequate for the required nondiscrimination and equal opportunity language included in all grants, cooperative agreements, plans, contracts, and other similar documentation.

Affirmative Outreach 29 CFR 38.40: Compliant – LCWDD established workforce satellite centers throughout their workforce area and has effectively provided assurance of ensuring that an equivalent level of information regarding aid, benefits, services, and training is provided to all populations of eligible participants.

Accessibility Requirement Pursuant to 29 CFR 38.13: Compliant – Self-assessments revealed compliance with the Illinois Accessibility Code. Individuals with disabilities are provided an equal opportunity to participate in and benefit from Federally funded programs and services to access in LCWDD workNet centers per WIOA Section 188 and the Illinois Accessibility Code (71 IAC §400 [b]), 29 CFR 32, and Subparts B and C for 504 of the Rehabilitation Act.

Programmatic Accessibility 29 CFR 38.13(b) & CFR 38.14: Compliant – LCWDD implemented reasonable accommodation processes to serve persons with disabilities.

Communication with individuals with disabilities pursuant to CFR 38.15(b): Compliant – LCWDD list the Illinois Relay Service number on their outreach and marketing materials.

Communication with individuals with disabilities pursuant to CFR 38.15 (5) (i-ii): Noncompliant - LCWDD's website <https://www.lakecountyl.gov/167/Job-Center-of-Lake-County> had "3 known problems", "1 Likely Problems" and "339 potential problems" for accessibility using WCAG 2.0 (Level AA) *AChecker Web Accessibility Checker*. The problems identified focused on the website's need to make it easier for users to see and hear content including separating foreground from background. The review's known problems are specifically listed below:

Problem: The contrast between the color of text and its background for the element is not sufficient to meet WCAG2.0 Level AA.

Repair: Use a color contrast evaluator to determine if text and background colors provide a contrast ratio

Collection and maintenance of equal opportunity data and other information (29

CFR 38.41): Compliant - LCWDD enters all registrant data into a data base which is uploaded to the Illinois Workforce Development System and has utilized quantitative statistical reports using standard deviation for statistical/quantifiable analysis of the recipient's compliance with WIOA equal opportunity policy.

Medical or Disability Information Records 29 CFR 38.41(3): Compliant – Self-assessment of client case files demonstrated a reasonable guarantee that confidential information is secured appropriately.

Compliance Monitoring 29 CFR 38.31: Complaint – Reviews demonstrated sub grantee monitoring during the review period per EO Policy Letter No. 00-007. LCWDD also guaranteed future periodic monitoring for determining whether sub-recipients comply, and will continue to comply, with the requirements for implementation of the Nondiscrimination and Equal Opportunity provisions of WIOA (29 CFR 38.51).

Complaint Processing Procedures 29 CFR 38.69 - 38.89: Compliant – LCWDD established written complaint processing procedures and provided their recipients with those procedures. LCWDD effectively provided assurance for procedures that provide the complainant with the option to file with the recipient, the State, or directly with the USDOL Civil Rights Center.

Limited English Proficiency (29 CFR 38.9): Compliant –All locations posted the "Equal Opportunity is the Law" notice in several USDOL required languages. Staff understands how to assist clients with Limited English Proficiency (LEP) options using a variety of services for language translation and transcription services.

Conclusion:

This review provides the necessary assurances that LCWDD's EO policies, programs, procedures, records, and reports comply with State and Federal EO requirements. Please continue to monitor the Contract Service Providers that your LWIA has approved on the State Master Contract List. DCEO would like to thank you for your cooperation in this self-assessed review and no further action is required at this time.



Illinois Department of Commerce & Economic Opportunity

JB Pritzker, Governor

August 28, 2020

Ms. Jennifer Serino
Director
Lake County Workforce Development Department
1 North Genesee Street Floor 1
Waukegan, IL 60085-8103

Dear Ms. Serino:

The Office of Equal Opportunity Monitoring and Compliance (EOMC) completed a review based on the Equal Opportunity (EO) Self-Assessment Survey for your local workforce investment area. In lieu of the annual comprehensive on-site review due to the Covid-19 pandemic, your responses to the self-assessment helps to provide assurances to Department of Commerce and Economic Opportunity (DCEO) and the United States Department of Labor (USDOL) that accessibility, both programmatic and physical, comply with State and Federal laws and regulations.

Senior State Equal Opportunity Officer and Investigator, Tim Golemo, completed a thorough review of the answers provided by your staff and have identified ranges of compliance. There is one finding that is noted in the accompanying report with regards to Section 188 of the Workforce Investment Act (WIOA), specifically, Code of Federal Regulations 29-37 /38.

I would like to thank you and your staff for your cooperation during this phase of the self-assessment monitoring process. The next phase of the monitoring process will be based on the quantitative significance of your demographic statistics, which occur later this fall, after the Illinois Workforce Development System (IWDS) populates the end of the fiscal year data.

If you have any questions, please contact, Mr. Golemo directly at (217) 299-8515.

All the best,

Jared Walkowitz
Deputy Director

cc: Sandy Hart, CEO
Andrew Warrington, LWIB Chair
Laura Gergely
Demar Harris
Robert Trapp

Lake County Workforce Development Board

Workforce Development Grant Expenditure Report (July 2020)

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	284,650.77		62.2%
	Youth	1,265,086	719,492.57		56.9%
	Adult	1,217,974	1,143,109.77		93.9%
	Dislocated Worker	1,636,236	1,386,450.17		84.7%
	Total	4,576,994	3,533,703	-	77.2%

WIOA Compliance		
	Goal	%
YOS	75%	55%
W/E	20%	24%
Training	50%	57%
Cost/Ob	100%	77.2%

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	24,670.76		23.3%

Rapid Response Trade Case Management (WIOA)					
CM'19 (July 2019 - June 2021)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	35,645.00	35,235.00		98.8%

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	144,816.88	106,838.85		73.8%

Dislocated Worker Training Grant					
NEG'18 (January 2019 - September 2020)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	320,170.00	276,607.57		86.4%

Tollway ConstructionWorks Grant					
(September 2018 - August 2021)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	63,739.00	27,771.11		43.6%

CLC ICCB Grant					
(September 2018 - August 2021)	Cost Category	Budget	Certified Costs	Obligations*	Percentage

Total Budget	<u>32,564.00</u>	<u>3,680.40</u>		<u>11.3%</u>
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Incentive Funds (WIOA)					
PY'17 Incentive (July 2019 - June 2020)					
	<u>Cost Category</u>	<u>Budget</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
	Total Budget	<u>29,241.00</u>	<u>29,241.00</u>		<u>100.0%</u>

Certified costs for April 2020 reported on May 20, 2020. Obligations reported quarterly.

Lake County Workforce Development Board
Expenditure Oversight Annual Report - PY19
July 1, 2019 - June 30, 2020

Attachment B.10

WIOA Youth Program	
Contractor	Expended Amt
YouthBuild Lake County	16,884
Youth Conservation Corps	31,471
Waukegan HS Pharm Tech	40,719
Employee Connections	75,883

Individual Training Account	
Training Provider	Expended Amt
SOUTHERN ILLINOIS UNIVERSITY	-
ASSOCIATED BUILDERS & CONTRACTORS	-
MCHENRY COUNTY COLLEGE	863
NORTHERN ILLINOIS UNIVERSITY	1,650
OAKTON COMMUNITY COLLEGE	2,096
HARPER COLLEGE	3,136
RASMUSSEN COLLEGE - ROMEOVILLE	4,353
LEGACY INSPECTION TRAINING	4,415
VIKING DRIVING SCHOOL, INC	4,940
IT EXPERT SYSTEM, INC	7,000
B & DA INC	7,000
ECONSULTING GROUP INC	7,000
TUKIENDORF TRAINING INSTITUTE	7,200
RASMUSSEN COLLEGE	11,087
DEPAUL UNIVERSITY	13,992
DIRECTIONS TRAINING CENTER	14,000
AMERICARE TECHNICAL SCHOOL	15,000
INTERNATIONAL CAREER SCHOOL	17,916
AMBRIA COLLEGE OF NURSING	20,000
CHICAGO PROFESSIONAL CENTER	28,000
FIRST INSTITUTE	32,046
ABLE CAREER INSTITUTE	35,000
COLLEGE OF LAKE COUNTY	35,842
COMNET	54,975
STATE CAREER COLLEGE	61,966
MANAGEMENT & INFORMATION TECH	85,000
NORTH SHORE COLLEGE	88,118
COMPUTER TRAINING SOURCE	108,230

WE Program	
Employer	Expended Amt
PHOENIX MARKETING	1,337
GAGES LAKE AUTO	4,423
SALEM STAFFING (NCCHS)	5,479
BLACK CHAMBER OF COMMERCE	7,965
CLOSS TIRE & AUTO INC	11,387
ELENI'S NEW YORK	12,735
FAMILY PRIMARY CARE CLINIC	13,145
WAUKEGAN HOUSING AUTHORITY	21,246
UNITED WAY OF LAKE COUNTY	39,694
LCWD	132,758

OJT Program	
Employer	Expended Amt
PHOENIX MARKETING	5,184
SWISS AUTOMATION INC	5,448
WAUKEGAN HOUSING AUTHORITY	7,251
TOP LINE TRANSPORTATION CO	18,936
A L HANSEN MANUFACTURING	37,523

IWT Program	
Employer	Expended Amt
FLAME GUARD USA	250
DUKAS AUTO REPAIR	1,440
COMPLETE CARE AUTOMOTIVE	2,880
CLOSS TIRE AND AUTO	3,435
FAIRCHILD	4,478
LINDEMANN CHIMENY SERVICE	5,885
GAGES LAKE AUTO	6,315
KLEIN TOOL	8,900
SWISS AUTOMATION	10,550
FORD	16,251
WOODLAND FOODS	44,800
PEER CHAIN	93,515
STRANG AUTOMOTIVE	
AUTOWARES	
SWISS AUTOMATION	
AL HANSEN	