



**Meeting Agenda**  
**Thursday, September 30<sup>th</sup>, 2021 at 8:00 AM**

**Zoom Meeting URL:**

<https://us06web.zoom.us/j/83039326321?pwd=UXhtZUR1MIJOOTJ2TmhoYWNIWFNRUT09>

- I. **Call to Order** ..... Karen Stoneman, Committee Chairman
  
- II. **Public Comment**
  
- III. **Chairman’s Report** ..... Karen Stoneman
  - Welcome to Mary Ross-Cunningham, Lake County Board Member (District 9) and new Lake County Workforce Development Board Member
  
- IV. **Consent Agenda**
  - Approve:**
    - June 2021 Board Meeting Minutes [Attachment A](#)
  - Accept:**
    - DOL Dislocated Worker Navigator Grant the amount of \$325,000 [Attachment B](#)
    - DOL Emergency Assistance Grant in the amount of \$156,454.00 [Attachment C](#)
  - Review:**
    - Illinois Department of Commerce and Economic Opportunity Fiscal and Programmatic Monitoring: Corrective Action Plan Accepted [Attachment D](#)
      - PY20 WIOA Youth Formula Grant Waiver and DCEO Approval [Attachment E](#)
    - Lake County Workforce Development Grant Reports [Attachment F](#)
      - July 2021 Grant Expenditure Report
  
- V. **New Business**
  - Introduction to [New Ways to Work](#) [Attachment G](#)  
Robert Sainz, President and Executive Director

## **VI. Workforce Development Month**

- Lake County Workforce Development Board's Marketing and Communications Plan  
George Dimotakis, Pat Davis Design Group, Inc.
  - New Website is Live - <https://www.lakecountyworkforce.org/>
  - Social Media Links:
    - a. LinkedIn: <https://www.linkedin.com/company/lakecountywdb/>
    - b. Twitter: <https://twitter.com/lakecountywdb>
    - c. Facebook: <https://www.facebook.com/lakecountywdb>
  - [Lake County Workforce Development Board Brand Manual](#)
- [NAWB recognizes Eva Locke, Job Center of Lake County, One Stop Operator](#)
- [Workforce Development Success Newsletter Vol. 21 Ed. 2](#)
- [Summer Youth Employment Program Press Release](#)
- [Workforce Development Brief vol. 21 ed. 3](#)
- Equity Task Force
  - Next Task Force Meeting: November 19, 2021 at 10am
  - Inclusive Leadership Institute Final Session: October 28 and 29 at 8:30am  
Topic: Standing in Solidarity with Black Americans:  
Disrupting Anti-Black Racism in the Workplace
- Workforce Skills Gap and Opportunities Discussion  
Facilitators: Chairwoman Stoneman and Vice Chairwoman Wimer

## **VII. Upcoming Board Meeting**

- Workforce Development Board Meeting – November 18, 2021 at 8:00 AM

## **VIII. Adjournment**



Meeting Minutes
Thursday, June 24th, 2021 at 8:00 AM

Zoom Meeting URL:

https://zoom.us/j/94258270087?pwd=RFImRytBeXZnbHZkbHkwcGFaMEgvUT09

Present:

Andrew Worthington, Karen Stoneman, Kevin Considine, Michael Darling, Timothy Dempsey, Carrie Espinosa, Emily Garrity, Dennis Kessler, Noelle Kischer-Lepper, Ann Maine, Edward Melton, Kathy Nellis, Eugene Roberson, Carlotta Roman, Robyn Safron, Arlene Santos-George, Carla Schroeder, Jennifer Serino, Patrick Statter, Kimberly Wimer, Steven Smart

Absent:

Laura Crivlare, Josh Fischer, Christine Hammerlund, Jennifer Harris, Kristi Long, Lori Suddick

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

Meeting was called to order at 8:02am.
A roll call was taken for attendance.
A quorum was verified.

II. Public Comment

No public comment.

III. Chairman's Report . . . . .Andrew Warrington

A presentation of the board's successes during Chairman Andrew Warrington's leadership was shared. Shared accomplishments: completed the recertification process for the Job Center of Lake County; Workforce policies were modified to meet the needs of Lake County's population most impacted by Covid-19 and maintained the continuity of board and committee meetings as we transitioned to a virtual environment.

IV. Action Item

- Approve the Nominating Committee's Recommended Slate of Officers for PY'21
- The Executive Committee voted at the June 9, 2021 meeting to recommend approval of the Slate of Officers presented by the Nominating Committee
o The Slate as recommended includes:
a. Karen Stoneman, Chair

b. Kimberly Wimer, Vice-Chair

*Action: Member Melton motioned to approve the recommended slate of officers. Member Santos-George seconded the motion.*

*An opportunity was made available for other Board Members to be nominated from the floor for consideration.*

*No additional nominations, all in favor of the nominated slate of officers was asked.*

*No discussion or corrections.*

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

*Karen Stoneman, new Chairwoman will take over the meeting now.*

**V. Consent Agenda**

**Approve:**

- April 2021 Board Meeting Minutes [Attachment A](#)
- Board Service Policy 5: Individual Training Account Modifications [Attachment B](#)
- As recommended by the Executive Committee, approve the PY' 21 Job Center of Lake County Memorandum of Understanding [Link 1 / Link 2](#)
- Approve the components of the Lake County WIOA Youth Action Plan as recommended by the Executive Committee [Attachment C](#)

*Action: Member Maine motioned to approve the consent agenda and Member Kessler seconded the motion.*

*No discussion or corrections.*

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

*Eva Locke gave a brief overview of the Unify Job Center Partners new referral system website.*

*The website will launch in July. This website is designed for frontline staff members of the 14 partner organizations that contribute to the Job Center of Lake County. Partners will be able to refer customers to the services of all our partner organizations. Together, we provide a broad array of services to ensure that individuals and businesses make a career connection.*

**VI. New Business**

**Action Item [Attachment D – E](#)**

Approve the Workforce Innovation & Opportunity Act PY'21 Budget and Grant Plan:  
Workforce Innovation & Opportunity Act PY21 Allocations in the amount of \$5,070,538.

*Action: Member Wimer motioned to approve the Workforce Innovation and Opportunity Act PY'21 Budget and Grant Plan. Member Darling seconded the motion.*

*No discussion or corrections.*

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

**VII. Lake County Workforce Development Business Service Team**

Presenter: Antonio Garcia, Business Service Manager

*Chairwoman welcomed Antonio Garcia the new Workforce Development Department Business Service Manager.*

*Antonio presented the Business Plan for PY'21 – PY'22 Strategic Business Services Plan. The plan Acknowledges that Lake County has the lowest unemployment rate. Also, develop tools to make it easy*

*for our customers to be approved for a WIOA Grant.*

## **VIII. Updates and Information**

### **1. Illinois Workforce Innovation Board (IWIB)**

*Chair Warrington attended a virtual meeting last week for the Illinois Workforce Innovation Board (IWIB).*

### **2. Board's Inclusive Leadership Institute**

Topic: Disrupting Bias - Breaking Down Barriers and Building Bridges for an Inclusive Workplace

Date: August 26 and 27

Time: 8:30AM – 10:00AM

*Member Roman noted that participants of the next workshop will be challenged to think critically and deeply about some of the more difficult and complex topics that center Diversity and Inclusion. This self-reflective and powerful workshop will examine the concepts of implicit bias, power, and privilege. Participants of this workshop will also explore the role that ethnocentrism, stereotyping, prejudice, and discrimination play in creating barriers to an inclusive organization.*

### **3. Workforce Partners of Metropolitan Chicago**

- 2020 Year-End Report

[Attachment F/Link](#)

*Member Serino gave an update on the Workforce Partners of Metropolitan Chicago who represent seven local workforce areas in the Northeast Economic Development Region of Illinois. In February 2020 the COVID-19 pandemic hit and the WPMC shifted their efforts to address the needs the needs presented by the pandemic.*

*The five WPMC Grants the WPMC has:*

- 1) Transportation/Distribution/Logistics \$777,917*
- 2) Apprenticeship Navigator = \$399,948*
- 3) Apprenticeship Intermediary = \$249,996, and*
- 4) Technical Assistance/Staff and Partner Integration = \$166,005.*

## **IX. Upcoming Board Meeting**

### **1. Workforce Development Board Meeting – September 30, 2021 at 8:00 AM**

*Chairwoman Stone shared that the next board meeting will be held at the Teacher's Union Hall – if anything changes a communication will be sent.*

## **X. Adjournment**

*Meeting adjourned at 9:06am*



**ACCEPT:** US DOL DISLOCATED WORKER NAVIGATOR GRANT - EMERGENCY ASSISTANCE (1E) AMOUNT OF \$325,00.

**GRANT PERIOD:** 7/1/21– 12/31/2022

**NUMBER OF DISLOCATED WORKERS SERVED:** 15

The US Department of Labor has reported staggering statistics throughout the past year on the number of women who have had to leave the labor force and are not working because they have to take care of their children at home. According to USDOL, women looking after young children at home are the only group to have seen their labor force participation rate decline due to COVID-19 and the stay-at-home orders. The pandemic shutdowns caused the number of women with young children in Illinois' workforce to fall by 6.3%.

Workforce Development has formed an initiative designed to empower women to achieve economic security – return to the labor force – and find quality, reliable child-care options in order to get a job, retain the job and advance in the job while feeling secure that their children are properly being cared for. Workforce Development will hire a project navigator to lead out the [Family Center Coaching](#) strategies that will provide the framework to streamline access to childcare services and resources for women returning to the labor force.

Workforce Development will recruit dislocated workers from the following WARN events. The dislocated workers enrolled in this project will be 100% women of color who have been the primary child-care giver during the past year and unable to reenter the workforce on a career path. Workforce Development will provide career services to the dislocated workers as well as connect the participants to the services and activities of the Job Center. In addition to working with the project navigator to receive planning and financial assistance with childcare, transportation and connectivity; dislocated workers will enroll in occupational training through an ITA.

**BUDGET:**

BUDGET CATEGORIES	AMOUNT
Lake County Workforce Development Personnel	\$96,294
Lake County Indirect Cost	\$11,436
Occupational and Skills Training	\$93,750
Family Center Coaching Training	\$15,520
Supportive Services	\$108,000
<b>GRAND TOTAL</b>	<b>\$325,000</b>



**ACCEPT:** US DOL DISLOCATED WORKER GRANT - EMERGENCY ASSISTANCE (1E) AMOUNT OF \$156,454.00  
**NUMBER OF EMPLOYERS SERVED:** 7

Lake County Workforce Development submitted a proposal in partnership with the Workforce Partners of Metropolitan Chicago to fund high-quality apprenticeship programs for incumbent workers in the manufacturing industry. The standards of this program have been formulated in conjunction with the Department of Labor guidelines and the Chicago Federation of Labor requirements. Chicago Federation of Labor Workforce & Community Initiative (CFL Initiative) Sponsors the Industrial Manufacturing Technician (IMT) program. The IMT is a hybrid competency based 18-month apprenticeship that includes 264 hours of classroom related training and 2736 hours of on-the-job-learning.

In collaboration with the Chicago Federation of Labor and workforce development, along with non-for-profit organizations such as the Illinois Manufacturing Extension Center (IMEC) this program is designed to produce educated, efficient technical tradesman within the manufacturing sector. The purpose of this apprenticeship training is to encourage careful selection of incumbent workers attempting to advance in a specific trade within the manufacturing environment. The training will equip all incumbent workers in the identified areas of: Education, Safety, Quality, Technical Expertise and Leadership.

**BUDGET:**

<b>BUDGET CATEGORIES</b>	<b>AMOUNT</b>
Lake County Administration	\$13,789.00
Lake County Indirect Cost	\$1,669.63
Incumbent Worker Training	\$140,994.95
<b>GRAND TOTAL</b>	<b>\$156,454.00</b>



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

August 18, 2021

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

Re: Grant Nos.: 18-651001, 18-656001, 18-661001, 18-671001, 19-633001, 19-651001, 19-661001,  
 19-671001, 19-681001, 20-671001, 20-672001, 20-681001

Dear Ms. Serino,

This letter summarizes the results of the combined fiscal and programmatic monitoring conducted during the period of June 1, 2021 through June 4, 2021, by Levi Beerup, Robin Kralman, Tony Lesniak, Stephanie Webb, Chelsea Qualls, Matt Hillen, and Marvin Anderson 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, 2020 through April 30, 2021.

The results of the monitoring visit, which were discussed at the exit conference held on July 1, 2021 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 are no fiscal findings as a result of this review.**

**Area of Concern #1:** The LWIA 1 fiscal report for the period ending 6/30/2021 indicate that Youth obligations did not meet the 80% obligation requirement outlined in the State of Illinois WIOA Policy 8.3.3. The Department has received and approved a waiver request and corrective action plan submitted by the LWIA to address these issues. The LWIA staff is directed to work with your regional manager and other OET staff to monitor the implementation of the corrective action plan to ensure that this requirement is met in Program Year 2021.

**LWIA 1 WIOA Title IB Expenditures – Period Ending 6/30/21**

Funding stream	Total Funds Available	Total Expenditures	Percent of TFA Expended	Total Unexpended
Administration	849,410.23	627,693.50	73.90%	221,716.73
Youth in-school	244,390.92	160,023.89	65.48%	84,367.03
Youth out-of-school	2,200,758.51	1,398,229.26	63.53%	802,529.25
Adult	1,872,554.23	1,545,018.88	82.51%	327,535.35
Dislocated Worker	2,679,817.83	1,998,795.19	74.59%	681,022.64
Total	7,846,931.72	5,729,760.72	73.02%	2,117,171.00

**LWIA 1 Obligations and Expenditures as of 7/22/2021**



Funding Stream	Rate
Youth	61%
Adult	87%
Dislocated Workers	80%

**Programmatic Monitoring Results:**

Component: 2 - Program  
 Element: B - Other Grant Requirements - Work Experience

**Finding #2:** The case management records for the participants listed below have identified data validation and/or other technical reporting issues in the case file or the Illinois Workforce Development System.

Arrington, Andrel L XXX-XX-1505 - DETS ID #20190807001 was missing. IWDS original Individual Employment Plan Service Record and hard copy dates are different; IWDS shows 12/8/2020, hard copy shows date of 12/14/2020.

Kolak, Michelle XXX-XX-9423 - Participant was exited with employment, but not enrolled in follow-up during monitoring. It is noted that the follow-up service line was added later on 5/25/21, but was backdated to 1/29/21. 10-day policy to enter services was not followed.

Taylor, Tobias D XXX-XX-5492 - Wrong End Date on the Occupational Skills Training service line. Received Certificate of Completion and CDL license on 9/25/19. Service line was ended 8/23/19.

Temple, Julius XXX-XX-4036 - While the Certificate of Training is reported in IWDS with documentation in the file, the date was entered incorrectly; Certificate of Training was issued on 12/19/2019; IWDS Credentials screen has date attained as 4/15/2020.

Verdeyjo, Jared XXX-XX-4968 – Individual Employment Plan Service Record is recorded as 8/1/2017 in IWDS; hard copy in file shows a date of 12/12/2017. Error in entry of Occupational Skills Training Service Record as CAD AAS degree; however this is entered incorrectly in IWDS as he was enrolled from the beginning in Digital Media AAS and obtaining certificates within this program, per training institution's records. Program was validated with Regional Occupational Demand list, but it was not documented in the Individual Employment Plan in the file. Two-way communication was not recorded in case notes between 9/17/2019 and 1/6/2020.

**Corrective Action #2:** The grantee must review the case management records for each of the identified participants and make the appropriate corrections to IWDS or the customer files.

**Trade Adjustment Assistance – Programmatic Monitoring Results:**

**Finding #3:** The case management records for the Trade participant listed below has identified data validation and/or other technical reporting issues in the case file or the Illinois Workforce Development System.

Llamas, Alejandra XXX-XX-6993 - Tracking form ends at Spring 2021 semester. Participant has continued on with training through a projected End date of 6/26/21. There are no classes listed for Summer 2021. Participant has not turned in bi-weeklys for dates 5/3/21 through 5/16/21 and 5/17/21 through 5/30/21. Ceased Participation entry is missing on Status screen for 5/3/21 through 5/16/21. Also, the most recent Ceased Participation entry is missing for weeks 5/17/21 through 5/30/21.

**Corrective Action #3:** For this identified customer, the entity must ensure that the DCEO Form #006d Trade Training Program Tracking Form is complete and updated to reflect accurate and updated information. In addition, the LWIA must provide documentation supporting the identified customer's attendance and progress. If documentation cannot be produced, the Entity must immediately enter a ceased participation status in IWDS as outlined in the State of Illinois Trade Program regulations.

### **National Dislocated Worker Grants - Programmatic Monitoring Results**

**Finding #4:** Participant files do not contain required case notes for the Dislocated Worker Grant (DWG) pre-enrollment activities or suitability as required by terms of grant 19-671001. Participant files also do not contain case notes that reflect participants were initially offered or periodically assessed for provision of support services. Documentation of the impact of the opioid crisis is not apparent in the files.

Bradford, Carl XXX-XX-0395 - Case notes for the participant are missing the following requirements:

- Verification of required eligibility criteria
- Results for Assessment of Interest, Skills, and Preferences
- Reflective case notes to show suitability for participation and validation that the worksite and/or training selections is appropriate
- Verification to show that an assessment and results for Supportive Services needs was completed.

Heller, Ryan XXX-XX- 4401 - Case notes for the participant are missing the following requirements:

- Verification of required eligibility criteria
- Results for Assessment of Interest, Skills, and Preferences
- Reflective case notes to show suitability for participation and validation that the worksite and/or training selections is appropriate
- Verification to show that an assessment and results for Supportive Services needs was completed.

**Corrective Action #4:** The Entity must update IWDS to address the identified deficiencies for the identified participants.

**Management Recommendation #1:** It is recommended that the LWIA management team review the case management, performance and reporting policy and procedures to insure the timely and accurate reporting of the participant activities and services by case managers. At a minimum, this review should address the issues outlined in this letter and the areas of concern listed below.

- Multiple delays in case note entries and service entries were identified. It is recommended to review WIOA Policy Ch. 4, Sec. 2.3, Item #10 with staff to ensure all services provided to a customer are entered into IWDS within ten (10) calendar days of the service delivery.
- Several of the participant files that were reviewed did not include *Measurable Skills Gains (MSG)* entries in IWDS. It is recommended staff review their active files and update the MSG screen to reflect successful progression in training.
- It was observed that staff is not enrolling Youth participants into Case Management, although Case Management is being provided. It is recommended to begin enrolling Youth into case management to appropriately reflect services being provided
- Cash Incentives are being paid from WIOA funds and are currently not being recorded in the IWDS Service screen. It is recommended to begin recording these in the service screen. An updated WIOA policy will be forthcoming which will provide more detailed instruction for recording cash incentives.

**Management Recommendation #2:** It is recommended that the LWIA update the Individual Service Strategy and Individual Employment Plan Template/Form to provide space to record modifications including alternate training programs and services. The LWIA 1 Individual Employment Plan and Individual Service Strategy forms have space to record Occupational Skills Training, but there is no clear space to record other types of work-based training programs.

**Management Recommendation #3:** It is recommended that the LWIA review Work Experience training outline for accuracy to ensure required information (i.e. hourly rate of pay, hours per week to be worked, number of days to be worked per week) has been completed on the training plan. Start date on the Work Experience training outline should match the start date of the Work Experience training service record. Signatures and dates should also be reviewed on the training plan to validate the participant has been informed and agrees to the details specified on the training plan.

**Management Recommendation#4:** It is recommended that the LWIA continue to work with Department of Commerce and Economic Opportunity in updating the Application for One-Stop Certification. Department of Commerce and Economic Opportunity recognizes the LWIA staff's efforts in attempting to update the application, but the LWIA is unable to complete this until Department of Commerce and Economic Opportunity certifies their Board. It is requested the LWIA submit the updated application as soon as possible once the Board is certified.

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](mailto:john.w.barr@illinois.gov) and Tamika Chism at [tamika.chism@illinois.gov](mailto:tamika.chism@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. If you have any questions related to the fiscal monitoring, please contact Anthony Lesniak at 312-270-3328. Questions regarding the programmatic monitoring should be directed to Robin Kralman at 618-301-2194.

Sincerely,

*John Barr*

John Barr  
Office of Employment and Training

cc: Sandy Hart  
Andrew Warrington  
Demar Harris  
Angela Cooper  
Tony Lesniak  
Robin Kralman  
Levi Beerup  
Marvin Anderson  
Chelsea Qualls  
Matt Hillen  
Tamika Chism  
Kelly Lapetino



## PY'20 WIOA Youth Formula Grant Waiver Request

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Lake County Workforce Development Board is submitting this PY'20 WIOA Youth Formula grant waiver for WIOA Grant 20-681001 Youth funding. This waiver is being requested against the requirement to obligate eighty percent of WIOA Title IB Youth Formula grants in PY'20 as outlined in the DCEO WIOA Notice No. 19-NOT-05, Section IV. Obligation Requirement Waiver.

### **Lake County Workforce Development Board PY'20 WIOA Formula Grant Stream impacted**

Lake County Workforce Development Board is submitting a waiver request for the PY'20 WIOA Title IB Youth formula grant.

### **Lake County Workforce Development Board PY'20 WIOA Formula Grant Youth Expenditures and Obligations**

Lake County Workforce Development Board's PY'20 WIOA Title IB Youth formula grant budget is \$1,886,737 and has projected \$1,209,317 in expenditures and obligations, equating to **64%** and not meeting the required 80% threshold.

### **Lake County Workforce Development Board documented reasons PY'20 WIOA Formula Grant Youth expenditures/obligations are less than 80%**

Lake County Workforce Development Board has provided oversight and guidance on the youth service program and financial performance. The Workforce Board has taken into consideration multiple aspect over the past fifteen months that have impacted the network of workforce development youth programs from being able to expedite services to targeted WIOA-eligible youth populations and expend/obligate 80% of the PY'20 WIOA Title IB Youth Formula grant.

Lake County Workforce Development received a 47.6% increase in the PY'20 Youth Formula grant – an additional \$608,320 from the previous year. The Workforce Board responded to this increase by engaging with additional youth serving organizations and six area high schools to recruit additional youth and deliver programs to WIOA eligible Out of School and In School Youth including graduating seniors with an IEP. The plan to enroll and deliver services beginning in the first quarter of the program year was delayed due to remote work, high schools remaining remote, and industries not opening doors to work-experiences. The planning and program delivery lagged into the second and third quarters of the program year – continuing to impact program and financial performance. Because of the delays, the enrollments and planned expenditures/obligations came in at a much lower percentage.

The Workforce Board notes in the fourth quarter of PY'20 enrollments and obligations report an increase with an additional 52 youth enrolled in programs and activities and an additional \$276,582 in funding obligations.



Fourth quarter WIOA Youth activities (April 2021 – June 2021)

- # youth enrolled in occupational training through an ITA- 15
- # youth enrolled in a paid work-experience – 13
- # youth enrolled in Career Crossroads Program and subrecipient Career Pathway Programs: 24
- WIOA Youth Funding Obligations written for ITAs: \$96,061.00
- WIOA Youth Funding Obligations written for Work Experience Agreements: \$180,521.00

### **Lake County Workforce Development Board plan to provide immediate services to youth**

The Workforce Development Board has funded the development and launching of multiple programs and points of entrance for youth and will continue with programs and identifying eligible youth and work-experience opportunities where there have been successes. Workforce Development will continue to work with and fund subrecipients providing Comprehensive Career Pathway and Career Crossroads programs and Workforce Development will expand outreach and recruitment strategies in the Job Center.

- Comprehensive Career Pathway Program model was rolled out in July 2020 as a new program model and subrecipients were awarded funds through an RFP. Comprehensive Career Pathway Programs recruit and enroll youth in a series of career awareness, job readiness, essential skills training and digital literacy activities. The youth work as a cohort and earn incentives as they successfully complete program components and add to their skills portfolio. Youth who successful complete this phase transition into post-secondary education and/or paid work-experience or full-time employment.
- The Career Crossroads Programs was developed in direct response to Lake County receiving the increase in WIOA PY'20 Title IB Youth funds and leveraging existing relationships with area high schools. Career Crossroads enrolls high school seniors with an IEP in a series of career awareness, job readiness and essential skills training delivered jointly by high school faculty and a team from Workforce Development. The goal of the program is to assist students on their career pathway including transition to employment or post-secondary education upon graduation. Workforce Development works with high schools in high poverty areas in the county.
- Workforce Development will serve a greater number of youths through the Job Center – recruiting and enrolling WIOA eligible youth prepared to pursue occupational training through an Individual Training Account (ITA) funded training program.
- Workforce Development hired a business service specialist to work directly with youth and businesses and employers interested in setting up work-experiences and hiring youth. Workforce Development will engage with businesses, employers and youth serving programs to target and increase the number of work-experience opportunities available and set up paid work-experience training programs.
- Workforce Development has recognized the need to improve upon the delivery of various program elements by subject matter experts and is funding community and subject matter experts to deliver both virtual and in person services including: leadership training, entrepreneurial training, college readiness, financial literacy and mentoring.



- Workforce Development Board is hiring a consultant to complete an assessment of youth services and programs including interviewing stakeholders and participants. It is the intent to complete an assessment, identify how best to align services and programs, and make recommendations on how best to address recruitment and service gaps; and focusing on key sectors of the population including youth aging out of foster care, youth with a disability, youth tied to the justice system – on probation, and homeless youth.

### Lake County Workforce Development Board WIOA Youth budget and participant plan

Youth Plan	July 2021- June 2022	Quarterly Benchmarks			
<b>Total Funds Available</b>	<b>\$2,283,927</b>				
WIOA PY21 Grant Funds	\$1,518,900				
WIOA PY20 Grant Funds	\$765,027				
<b>Youth Program Administration</b>		Sep-21	Dec-21	Mar-22	Jun-22
WDD Personnel & Operations – including a team of contingent workers	\$1,033,878	20%	50%	75%	100%
Intermediary – Professional Services agreement with a consultant	\$50,000		75%	100%	
<b>Youth Service Delivery Strategies</b>					
Career Pathways Program	\$386,528	10%	40%	75%	100%
4 subrecipients	4	100%			
Enrollments	60	60%	75%	100%	
Career Crossroads – High Schools, staffing and youth cash incentives	\$152,000	0%	0%	25%	100%
High Schools	6	100%			
Enrollments	70	50%	100%		
Occupational Training – ITAs	\$150,000	25%	50%	85%	100%
40	40	25%	50%	85%	100%
Work-based Training – wages	\$200,000	20%	70%	100%	
15	15	60%	100%		
Program Elements	\$80,000	5%	25%	75%	100%
Job Readiness Stipends/Support Services	40	10%	50%	75%	100%
Outsourced services MOUs	4		100%		
Planned Expenditures/Obligations	\$2,052,406				
>/= 80% for compliance	84.76%				

**Lake County Workforce Development Board**  
**Grant Expenditure Report July 31, 2021**

**Workforce Development Grant Expenditure Report - Year End**

**Workforce Innovation and Opportunity Act Grant**

Youth - Adult - Dislocated Worker	Cost Category	Allocation	Certified Costs	Obligations*	Percentage
<b>PY'21 Grant (July 2021 - June 2023)</b>	Administration	507,052			0.0%
	Youth	1,518,901			0.0%
	Adult	1,435,907			0.0%
	Dislocated Worker	1,608,678			0.0%
	Total	<u>5,070,538</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>

WIOA Compliance	
Goal	
YOS	75%
W/E	20%
Training	50%
Cost/Ob	80%

**Workforce Innovation and Opportunity Act Grant**

Youth - Adult - Dislocated Worker	Cost Category	Allocation	Certified Costs	Obligations*	Percentage
<b>PY'20 Grant (July 2020 - June 2022)</b>	Administration	676,363	499,729		73.9%
	Youth	1,886,737	1,105,191		58.6%
	Adult	1,783,624	1,523,834		85.4%
	Dislocated Worker	2,416,917	1,903,272		78.7%
	Total	<u>6,763,641</u>	<u>5,032,026</u>	<u>-</u>	<u>74.4%</u>

WIOA Compliance		
Goal	%Budget	
YOS	50%	54%
W/E	20%	26%
Training	50%	55%
Cost/Ob	100%	74.4%

**WIOA Opioid Grant - Dislocated Worker Training Grant**

(October 2019 - June 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	<u>105,766.00</u>	<u>94,174.26</u>		<u>89.0%</u>

**Trade Act Grant (TAA)**

(October 2020 - September 2021)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	<u>167,768.76</u>	<u>114,968.17</u>		<u>68.5%</u>

**WIOA Disaster Employment Relief Grant - Contact Tracers**

(June 2020 - March 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	<u>1,223,650.00</u>	<u>780,148.55</u>		<u>63.8%</u>

**WIOA Employment Recovery Grant - Dislocated Worker Training Grant**

(June 2020 - March 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	<u>298,011.00</u>	<u>217,146.90</u>		<u>72.9%</u>

**WIOA Regional Team Training and Professional Development Grant**

(June 2020 - March 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	<u>166,005.00</u>	<u>99,533.78</u>		<u>60.0%</u>

**Tollway ConstructionWorks Grant**

(September 2018 - August 2021)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	<u>63,739.00</u>	<u>34,090.04</u>		<u>53.5%</u>

**College of Lake County Transform Lake County Grant**

(September 2018 - December 2021)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	<u>32,564.00</u>	<u>10,136.21</u>		<u>31.1%</u>

**WIOA Dislocated Worker Project Navigator and Supportive Services**

(June 2021 - October 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	<u>325,000.00</u>	<u>-</u>		<u>0.0%</u>

**WIOA Dislocated Worker Incumbent Worker Industrial Manufacturing Technician Grant**

(June 2021 - October 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	<u>156,454.00</u>	<u>-</u>		<u>0.0%</u>

Certified costs for July 2021 reported on Aug 20, 2021. Obligations reported quarterly.



## New Ways to Work

The Lake County Workforce Development Board hired New Ways to Work for professional consulting services with the goal of enhancing services to youth and young adults across the Lake County's network of youth serving organizations and educators.

### **SCOPE OF WORK**

#### **COMMUNITY ASSESSMENT AND PROFILE:**

The primary component of a redesign project is to gather and prepare demographic, workforce and education profiles, labor market information and community resources within Lake County. We would use existing data including ACS, Census, LMI, local education, and regional community college data to develop a profile to provide services for the young adults in the county.

#### **INTERVIEW TARGET POPULATIONS:**

This component will be to interview/survey the target populations Lake County is wishing to serve. Given the largeness of the Out of School (Opportunity Youth) population in the county, it would be beneficial to understand their specific needs, career interests, real and perceived barriers, unique circumstances, and support or lack of support from foster, probation, and homeless care systems. This will be conducted in individual and group settings and will include youth served by the current system and young adults not served by the system.

#### **STAKEHOLDER INTERVIEWS/ROUNDTABLES:**

As we discussed, the workforce development system is not a stand-alone program and depends heavily on partnerships and collaborations. Interviews will be conducted from current partners and potential future partners. Interviewees will include representatives from: schools and alternative schools, community colleges, state employment department, Department of Rehabilitation, community-based representatives, and parents.

#### **SERVICE DELIVERY/GAP ANALYSIS:**

The current service delivery system will be analyzed, and a service gap analysis will be conducted to identify geographic/demographic and resources opportunities to improve services.