



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

**Zoom Meeting URL:**

<https://us06web.zoom.us/j/87293221162?pwd=MGJEMzN1WFM4eWEvNHl5dVg0UmRTQT09>

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

**Approve:**

- October 2021 Executive Committee Meeting Minutes Attachment A
- Job Center of Lake County Memorandum of Understanding  
Required Revisions Attachment B

**Review:**

- 2022 Committee and Board Meeting Calendar Attachment C
- Board Recertification and New Board Members Attachment D

- V. New Business**
  - 1. New Board Member Orientation Session
  - 2. U.S. DOL CAREER Dislocated Worker Grant Application
  - 3. One Stop Operator for Illinois Local Workforce Development Area 1 Request for Proposal

- VI. Updates and Information**
  - 1. Hire Lake County Job Fair
  - 2. National Association of Workforce Boards
  - 3. Prosperity Agenda’s Family Centered Coaching Adoption
  - 4. New Ways to Work

- VII. Upcoming Board & Committee Meetings**
  - 1. Executive Committee Meeting – January 12, 2022
  - 2. Workforce Development Board Meeting – November 18, 2021 at 8:00 AM

**VIII. Adjournment**



Executive Committee Meeting Minutes
Wednesday, October 13, 2021 at 8:15 AM

Zoom Meeting URL:

https://us06web.zoom.us/j/84570764048?pwd=SHhCNlc2Y2trSk5wWmJFaXJnODhUQT09

Present: Chairwoman Karen Stoneman, Laura Crivlare, Tim Dempsey, Dennis Kessler, Jennifer Harris, Jennifer Serino, Chris Hammerlund

Absent: Lori Suddick, Andrew Warrington

I. Call to Order Karen Stoneman, Committee Chairwoman

The meeting ordered to order at 8:15am.
Roll call of attendance.
Verified a quorum.

II. Public Comment

No public comment.

III. Chairman's Report Karen Stoneman

No report.

IV. Consent Agenda

Approve:

September 2021 Executive Committee Meeting Minutes

Attachment A

Action: Member Crivlare motioned to approve the September meeting minutes. Member Harris seconded the motion.

Motion carried.

V. Old Business

1. WIOA Youth Action Plan - Preliminary 1st Quarter Report

Career Pathways, Career Crossroads and Job Readiness MOUs/Youth Stipends/Support Services all ended strong and successful. On a quarterly basis, monitor the preliminary report on the 20th of each month. Final report is due next week.

*The enrollment plan for the next quarter includes bringing on 8 high schools to participate in the youth programs. So far, 5 high schools have signed the MOU. ITA Workforce Development on track, meeting our goals and obligating funds. .*

## **VI. New Ways to Work Youth Focus Group**

Facilitators:

Helen Whitcher, President, Frontline Careers  
Greg Burks, President, Burks Consulting Group

*In late September 2021, New Ways to Work commenced the review of the Lake County Workforce Development Youth System. The review will include analyzing the current service delivery system to develop a service gap analysis that will identify geographic/demographic and resources opportunities to improve services.*

*The Workforce Development Youth System is not a stand-alone program and depends heavily on partnerships and collaborations. During this assessment process, New Ways to Work conducted interviews with current partners and potential future partners. Interviews will take place with representatives from: schools and alternative schools, community colleges, state employment department, Department of Rehabilitation, community-based representatives, and parents.*

*Chairwoman Stoneman introduced the team from New Ways to Work to facilitate a roundtable focus group with the Executive Committee.*

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

1. Executive Committee Meeting – November 10, 2021 at 8:15 AM
2. Workforce Development Board Meeting – November 17, 2021 at 8:00 AM

## **VIII. Adjournment**

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

*Meeting adjourned at 10:06am.*

**Lake County Workforce Development Board  
Executive Committee**

**LWIA 1 - Required Job Center of Lake County MOU Revisions**

REQUIRED REVISIONS TO THE MEMORANDUM OF UNDERSTANDING			
<i>Page # of MOU</i>	<i>Citation of Required Content</i>	<i>Required Revisions</i>	<i>Workforce Board Response:</i>
<b>Required Revisions for the MOU that is effective through June 30, 2023:</b>			
Pgs. 1, Signature Pages	WIOA Sec. 121 (C)(1) (Governor's Guidelines, Section 1, Item 8(b))	The LWIA's signature pages included a Local Workforce Innovation Board Chair: Karen Stoneman. However, this name was not included on the MOU. Please make the necessary corrections to remedy this discrepancy.	The following Board member Leadership was updated: Current Lake County Workforce Development Board Chair, Karen Stoneman has been added to the MOU Narrative.
Pgs. 1, Signature Pages	WIOA Sec. 121 (C)(1) (Governor's Guidelines, Section 1, Item 8(b))	The LWIA's signature pages included Title II - Adult Education and Literacy service providers: Mundelein High School #120 and Township High School District 113. However, this program was not included on the MOU. Please make the necessary corrections to remedy this discrepancy.	The necessary corrections to remedy this discrepancy has been made by removing the signature pages as they all represent the Area Planning Council. The appropriate signature page was submitted.

Signature Pages	WIOA Sec. 121 (C)(1) (Governor's Guidelines, Section 1, Item 8(b))	The signature for Job Corps appears to be electronic. If this signature or any other signature is electronic, please submit new, physical signatures.	Job Corp communicated that the corporate president signed each of the Illinois Workforce Center MOUs.
Pg. 2	WIOA Sec. 121(c)(2)(v) (Governor's Guidelines, Section 1, Item 10) (§ 678.500(b)(5))	Please confirm the "purpose" of the MOU Section 2.	The following "purpose" was added to section 2: This umbrella Memorandum Of Understanding (MOU) describes the commitment of the Workforce Innovation & Opportunity Act (WIOA) Required Partners ("Partners") to provide integrated delivery of federally-funded workforce services in Local Workforce Innovation Area (LWIA) #1 at the comprehensive One-Stop Center ("Job Center of Lake County") identified in Section 6 of this MOU. This MOU defines the workforce services each Partner will provide in LWIA #1, the methods each Partner will use to provide these services, and the roles and responsibilities of all Partners related to service delivery.
Pg. 23, Budget Spreadsheet	WIOA Section 121(c)(2)(ii) § 678.755 and §678.760  Governor's Guidelines, Section 1, Item 1(c); Section 2	According to the Budget Spreadsheet submitted, the following program amounts must be updated: <ul style="list-style-type: none"> <li>● Title IB: Total Cash = \$310,620.77; Variance: \$31,062.08; Total Cash plus Variance: \$341,682.85</li> <li>● Perkins: Total Cash = \$4,050.16; Variance: \$405.02; Total Cash plus Variance: \$4,455.18</li> </ul>	Title I, Perkins and Title IV amounts on the Budget Spread sheet now reflect the following: <ul style="list-style-type: none"> <li>● Title IB: Total Cash = \$310,620.77; Variance: \$31,062.08; Total Cash plus Variance: \$341,682.85</li> <li>● Perkins: Total Cash = \$4,050.16; Variance: \$405.02; Total Cash plus Variance: \$4,455.18</li> </ul>

		<ul style="list-style-type: none"> <li>DHS-Title IV Voc. Rehab: Total Cash = \$7,498.37, Variance = \$749.83, Total Cash plus Variance = 8,248.20</li> </ul>	<ul style="list-style-type: none"> <li>DHS-Title IV Voc. Rehab: Total Cash = \$7,498.37, Variance = \$749.83, Total Cash plus Variance = 8,248.20</li> </ul>
Pg. 24	<p>WIOA Section 121(c)(2)(ii) § 678.755 and §678.760</p> <p>Governor's Guidelines, Section 1, Item 1(c); Section 2</p>	The LWIA included a specific number of FTEs and costs (likely from the original 2020 MOU). These figures should be updated and/or the LWIA should include the new number of FTEs and costs to align with the PY 2021 budget.	The total number of FTEs has been updated to 22.15.
Pgs. 6 – 13, Budget Spreadsheet	<p>WIOA Sec. 121 (c)(2)(i) (Governor's Guidelines, Section 1, Items 8(e)-(g)) (§ 678.500(b)(1)</p>	Section 7, pg. 10 (redlined version): TAA states that they will have 2 FTE while the Budget Spreadsheet only shows 1.0 dedicated FTE.	TAA states shows 1.0 dedicated FTE in the MOU narrative.
Budget Spreadsheet	<p>WIOA Section 121(c)(2)(ii) § 678.755 and §678.760</p> <p>Governor's Guidelines, Section 1, Item 1(c); Section 2</p>	Tab D-Shared Costs-Center 1: Row 73 shows that the Title IB partner is paying the full costs of the one-stop operator. This should be reflected on Tab D.2-OSO Costs-Center 1 (i.e., manually adjust row 25 to show that Title I is covering 100% of the OSO costs).	Tab D.2 was updated to reflect that Title I is covering 100% of the One Stop Operator cost.
Budget Spreadsheet	<p>WIOA Section 121(c)(2)(ii) § 678.755 and §678.760</p> <p>Governor's Guidelines, Section 1, Item 1(c); Section 2</p>	Tab D-Shared Costs-Center 1: Please include the Payee on Row 70, Column C, for Resource Room Materials and Staffing.	Title I is now reflected as the Payee for the Resource Room Materials and Staffing on Tab D.

<p>Pgs. 25 - 26</p>	<p>WIOA Sec. 121 (c)(2)(v) (Governor's Guidelines, Sections 5 &amp; 6) (§ 678.500(b)(5)(6)</p>	<p>Please specifically identify the renewal process of the MOU that must occur once every three years.</p>	<p>The below renewal narrative was add: Lake County Workforce Development Board will convene the partners to the MOU within ninety (90) days prior to the end of the MOU to review and negotiate where changes may be needed. As part of the ongoing continuous improvement, the partners will evaluate the effectiveness of the MOU provisions and operations and recommend any modifications necessary for renewal.</p> <p>If substantial changes occur before the MOU's three-year expiration date, these changes must be communicated to the WDB in writing, signed and dated. The WDB will notify all the partners to substantial changes and work within a 60-day timeframe to negotiate with all partners. The WDB will determine the need to convene all parties to the MOU to review proposed changes and negotiate revisions to the MOU. The MOU will be amended with agreement for partner agencies and executed by the authorized partner signatures. The full renewal process will take place every three years.</p>
---------------------	--	--	---

## BOARD AND COMMITTEE 2022 SCHEDULE

---

### Workforce Development Board – 8:00 a.m. (Fourth Thursday)

February 24  
April 28  
June 23  
September 22  
November 17

### Executive Committee – 8:15 a.m. (Second Wednesday)

January 12  
February 9  
March 9  
April 13  
May 11  
June 8  
July 13  
August 10  
September 14  
October 12  
November 9  
December 14

### Operations Committee – 9:00 a.m. (Second Monday)

January 10  
March 14  
May 9  
August 8  
October 17

### Employer Connections Committee – 9:00 a.m. (Third Tuesday)

March 15  
August 16  
October 18

### Talent Pipeline Committee – 9:00 a.m. (Third Wednesday)

March 16  
August 17  
October 19

### Joint Employer Connections and Talent Pipeline Committee – 9:00a.m.

January 19  
May 18

### Finance and Compliance Committee – 8:00 a.m. (Fourth Tuesday)

February 22  
April 26  
June 28  
September 27  
November 15



## Lake County Workforce Development Board

### Executive Committee November 10, 2021

### Board Recertification and New Board Members

#### Board Membership for October 2021

The Workforce Development Board has maintained a core group of business leaders and community leaders to carry-out its vision and mission. For membership terms starting October 1, 2021, there are:

- 9 Reappointments
- 6 Vacancies and Appointments

#### Board Member Reappointments

The following Workforce Development Board Members are reappointment and have all agreed to continue to serve for a 3-year term. Each member engaged in initiatives of the Workforce Development Board throughout this current term, including serving on Standing Committees.

#### Lake County Workforce Development Board [Reappointments:](#)

<u>Classification or Type</u>	<u>First Name</u>	<u>Last Name</u>	<u>Entity Representing</u>
Governmental and Economic and Community Development Representatives	Darryl	Rader	IDES - Division of Rehabilitation
Business Representative	Dennis	Kessler	Midwest Family Business Advisors
Workforce Representative	Emily	Garrity	ConnectVETS
Workforce Representative	Eugene	Roberson	First Corinthian Missionary Baptist Church
Governmental and Economic and Community Development Representative	Kevin	Considine	Lake County Partners
Business Representative	Kimberly	Wimer	Laser Precision, LLC
Workforce Representative	Kristi	Long	United Way of Lake County
Governmental and Economic and Community Development Representative	Laura	Crivlare	Illinois Department of Employment Security
Business Representative	Michael	Darling	Michael Darling Insurance Agency of Farmers Insurance

## Board Member Vacancies & Appointments

There are currently two vacant positions on the Workforce Board due to previous members change of position/responsibilities in their organizations. When a new member is appointed to replace a vacant position, the membership term is the duration of the previous member's term. The following individuals are being appointed to the Lake County Workforce Development Board and will serve out the duration of previous members.

### Lake County Workforce Development Board New Appointments:

<u>Classification or Type</u>	<u>LinkedIn Profile</u>	<u>CB Appointment- Reappointment Date</u>	<u>Term of Position Begins</u>	<u>Replacing</u>	<u>Entity Representing</u>	<u>First Name</u>	<u>Last Name</u>
Business Representative	<a href="#">Pete Govorchin   LinkedIn</a>	10/01/2021	9/30/2024	N/A	Cancer Treatment Centers of America	Pete	Govorchin
Education and Training	<a href="#">Dr. Michael Karner   LinkedIn</a>	10/01/2021	9/30/2024	Roycealee Wood	Regional office of Education	Mike	Karner
Business Representative	<a href="#">JULIE SAVITT   LinkedIn</a>	10/01/2021	9/30/2023	Ed Melton	AMS Elite Solutions, Inc.	Julie	Savitt
Business Representative	<a href="#">Troy Mcintosh"   Search   LinkedIn</a>	10/01/2021	9/30/2024	N/A	IDEX	Troy	McIntosh
Business Representative	<a href="#">Dane Morgan   LinkedIn</a>	10/01/2021	9/30/2024	N/A	Gurnee Community Bank	Dane	Morgan
Workforce	<a href="#">Dr. Michele Vaughn   LinkedIn</a>	10/01/2021	9/30/2024	N/A	Teen & Single Mother Resource Center, Inc.	Dr. Michele	Vaughn



**Karen Stoneman**  
*Board Chair*  
Sysmex America, Inc.

**Kimberly Wimer**  
*Board Vice Chair*  
Laser Precision, LLC

**Kevin Considine**  
Lake County Partners

**Dennis Kessler**  
Midwest Family Business Advisors

**Robyn Safron**  
HydraForce, Inc.

**Laura Crivlare**  
Illinois Department of Employment  
Security

**Noelle Kischer-Lepper**  
City of Waukegan, Office of the Mayor

**Dr. Arlene Santos-George**  
Lake County Area Planning Council

**Michael Darling**  
Farmers Insurance

**Kristi Long**  
United Way of Lake County

**Julie Savitt**  
AMS Elite Solutions, Inc.

**Timothy Dempsey**  
The Dempsey Financial Group

**Ann Maine**  
Lake County Board

**Carla Schroeder**  
Consumers Credit Union

**Carrie Espinosa**  
Horizon Benefit Services

**Troy McIntosh**  
IDEX Corporation

**Jennifer Serino**  
Lake County Workforce Development  
Department

**Josh Fischer**  
Fischer Paper Products

**Dane Morgan**  
Gurnee Community Bank

**Steve Smart**  
IBEW Local Union 150

**Emily Garrity**  
ConnectVETS

**Kathy Nellis**  
Tawkify

**Patrick Statter**  
Northeastern Illinois Federation of  
Labor, AFL-CIO

**Pete Govorchin**  
Cancer Treatment Centers of America

**Pastor Eugene Roberson**  
First Corinthian Missionary Baptist  
Church

**Lori Suddick, Ed.D.**  
College of Lake County

**Christine Hammerlund**  
Assured Healthcare

**Dr. Carlotta Roman**  
Center for Automotive Diversity,  
Inclusion and Advancement

**Dr. Michele Vaughn**  
Teen & Single Mother Resource  
Center, Inc.

**Jennifer Harris**  
CR Search, Inc.

**Mary Ross-Cunningham**  
Lake County Board

**Dr. Andrew Warrington**  
United Conveyor Corp.

**Dr. Michael Karner**  
Lake County Regional Office of  
Education

**Darryl Rader**  
IDHS-Div. of Rehabilitation