



Executive Committee Meeting
Wednesday, January 12, 2022, at 8:15 AM

Zoom Meeting URL:

https://us06web.zoom.us/j/86947643608?pwd=cUEzQVpHVETaY1ZnbjVUZjdEQWxqdz09

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

Approve:

- November 2021 Executive Committee Meeting Minutes Attachment A
- Board Service Policy 15 - Support Services Modifications Attachment B

Accept:

- The Illinois Department of Commerce and Economic Opportunity (DCEO) Comprehensive and Accessible Reemployment through Equitable Employment Recovery (CAREER) Dislocated Worker Grant in the amount of \$528,500.00 Attachment C
- The Illinois Department of Commerce and Economic Opportunity (DCEO) Trade Adjustment Assistance (TAA) Grant in the amount of \$32,907.24 Attachment D

V. Action Items

- 1. Approve Vantage Specialty Chemical Incumbent Worker Training Budget of \$43,800.00 Attachment E
Presenter: Jeffery Hubert
Business Services Account Executive
Lake County Workforce Development
2. Approve Contract Modification No. 1, Agreement 20156, WFDB Strategic Marketing & Communications Plan with budget of \$48,000.00 Attachment F
3. Approve Prosperity Agenda's Family Centered Coaching Adoption Agreement with a budget of \$29,375.00 Attachment G

## **VI. Updates and Information**

1. Lake County Workforce Development Board Member Engagement Program
2. One Stop Operator for Illinois Local Workforce Development Area 1 Request for Proposal
3. New Ways to Work
4. Local Workforce Innovation Area 1 Regional and Local Plan Modifications
  - Regional and Local Planning Guide: Click [HERE](#)
  - LWIA 1 Local Plan and Regional Plan: Click [HERE](#)

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

1. Executive Committee Meeting – Wednesday, February 9, 2022, at 8:15 AM
2. Workforce Development Board Meeting – Thursday, February 24, 2022, at 8:00 AM

## **VIII. Adjournment**



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

**Minutes**

**Zoom Meeting URL:**

<https://us06web.zoom.us/j/87293221162?pwd=MGJEMzN1WFM4eWEvNHI5dVg0UmRTQT09>

*Present: Chair Karen Stoneman, Jennifer Harris, Dennis Kessler, Jennifer Serino, Ann Maine, Tim Dempsey, Laura Crivlare, Chris Hammerlund*

*Absent: Andrew Warrington, Lori Suddick*

- I. **Call to Order**..... Karen Stoneman, Committee Chairwoman  
*Meeting called to order at 8:18am.  
Roll call taken.  
A quorum was verified.*

- II. **Public Comment**  
  
*No public comments.*

- III. **Chairman’s Report**..... Karen Stoneman  
  
*Going into 2022 I want to invite new and current Board members to explore the current committees and task force opportunities. All the committees and taskforces were defined. If you know someone who can contribute to the WD Board committees or Taskforces, please refer them to the Chair of the committee or taskforce.*

**IV. Consent Agenda**

**Approve:**

- October 2021 Executive Committee Meeting Minutes [Attachment A](#)
- Job Center of Lake County Memorandum of Understanding [Attachment B](#)  
Required Revisions

*Action: Member Harris motioned to approve the October meeting minutes and the MOU for Job Center Required Revisions. Member Serino seconded the motion.*

*No discussion or corrections.*

*Roll call taken.*

*Motion carried.*

**Review:**

- 2022 Committee and Board Meeting Calendar [Attachment C](#)
- Board Recertification and New Board Members [Attachment D](#)

*The Reappointments of 9 Board members with all agreeing to continue to serve a 3-year term. Six vacancies were filled. All Appointments for new members completed. All WD Board members' terms will start October 1, 2021.*

*For 2022, the Talent Pipeline and Employer Connections Committees will meet jointly. In 2022, the following two task forces will be combined: Business Engagement Task Force and the Youth Task Force. Both areas (youth and business engagement) are a focus for 2022. The discussions will focus on engagement, outcomes and data.*

*Action: Member Stoneman motioned to approve combining the Talent Pipeline Committee and Employer Connections Committee meetings for 2022 and creating the Business Engagement and Youth Task Forces. Member Wimer seconded the motion.*

*No discussion or corrections.*

*Roll call was taken.*

*Motion carried.*

## **V. New Business**

### **1. New Board Member Orientation Session**

*The December New Member Board Orientation is December 8, 2022. The orientation is open to Board members. Orientation will replace the next Executive Committee meeting. Thank you to committee member selectors, Demar Harris and Jennifer Everett.*

### **2. U.S. DOL CAREER Dislocated Worker Grant Application**

*The DCEO grant application for Dislocated Workers and Underserved communities was submitted. Lake County will receive grant funds award in December 2021. The funds will be used to purchase computers to take to Underserved communities, bringing Workforce Development to these communities.*

### **3. One Stop Operator for Illinois Local Workforce Development Area 1 Request for Proposal (RFP).**

*One Stop Operators operate as a consortium. Request for Proposals (RFP) has yielded one bid, so far. The One Stop Operators are asking for assistance to develop service strategy criteria for the RFP.*

## **VI. Updates and Information**

### **1. Hire Lake County Job Fair**

*Antonio reviewed the final numbers of attendees for the Hire Lake County Job Fair. WD outreached by direct mailing 4,000 people. A total of 110 attendees and 73 vendors attended up. There were 15 vendors on the wait list to attend the event. Job Seekers and Employers completed surveys for the job fair. The survey results averaged 4.4 stars out of 5 stars.*

2. National Association of Workforce Boards

*Jennifer Harris, a member of NAWB attended a meeting April 11 – 14, 2021 in Washington D.C. Jennifer attended a session in which an overview of the first Job Center office who opened in a Simon Outlet Mall in Maryland. The space was donated for one year.*

3. Prosperity Agenda’s Family Centered Coaching Adoption

*Meeting families where they are to remove barriers like childcare, computers and transportation. Promotes understanding of what these communities want and need to make their own decisions. Received 87% increase in earnings.*

4. New Ways to Work

*Member Crivlare will lead on this Taskforce.*

**VII. Upcoming Board & Committee Meetings**

1. Executive Committee Meeting – January 12, 2022 at 8:15am
2. Workforce Development Board Meeting – November 18, 2021 at 8:00 AM

**VIII. Adjournment**

*A motion to adjourn the meeting was made by Member Warrington. The motion seconded by Member Maine.*

*Meeting adjourned at 9:05am.*



**Lake County Workforce Development Board  
Executive Committee Meeting  
January 12, 2022**

**Action**

Approve the Board Service Policy 15 Support Services Policy Modifications.

**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 Modifications**

**I. Purpose**

This policy provides guidance regarding the use of WIOA funds for supportive services to eligible adults, dislocated workers, and youth.

**II. References**

DCEO PY2005 WIA NOTICE NO. 05-NOT-04  
WIOA sec. 134(C) (2) and (3) (Adults and dislocated workers) and sec. 129 (C) (2) (Youth) and defined in WIOA sec. 3(59). 20CFR 680.900-970 and 681.570.

**III. Terms**

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

**IV. 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 and/or software is needed, and a participant does not have access to a home computer and/or software. Payment/reimbursement not to exceed \$1500.
- 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~~ \$ 65.00 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](#).

## 2. Supportive Services Eligible for Funding

- a. Transportation is an allowable supportive service to WIOA eligible adults, dislocated workers, and youth.
- b. Transportation costs are eligible for payment/reimbursement after verification for the days the participant has attended class, employment or other required program events.

## 3. Amount of Supportive Services Payments

- a. WIOA eligible participants are eligible for transportation payments/reimbursement not to exceed \$2,500.
- b. WIOA eligible participants who utilize public transportation will be reimbursed the actual cost of the public transportation pass or ticket, or \$10 per class day, whichever is less.
- c. WIOA eligible participants who utilize a private automobile will be reimbursed based on the following mileage as documented through Google Map at the following rates:
  - i. Participants living less than one mile (0.99) from the training provider will not be eligible for transportation reimbursements.
  - ii. Participants living between 1 mile and five (5.0) miles from the training provider will be reimbursed for \$5 per class day.
  - iii. Participants living between 5.1 miles and ten (10.0) miles from their training provider will be reimbursed for \$10 per class day.
  - iv. Participants living between 10.1 and fifteen (15.0) miles from the training provider will be reimbursed for \$15 per class day.
  - v. Participants living 15.1 miles or more from the training provider will be reimbursed for \$20 per class day.
  - vi. No participants will be reimbursed for more than \$20 per class day.
- d. For Trade eligible participants, transportation reimbursement will be consistent with the Trade Act.
- e. For participants that were enrolled and began their training before July 1, 2012, the previous reimbursement policy for WIOA customers shall apply until July 1, 2013. At that time, all clients will be subject to this policy. The previous policy allows for reimbursement for \$10 per class day for travel within Lake County, and \$20 per class day for travel outside of Lake County. Beginning July 1, 2013, all WIOA clients, no matter when they were enrolled or began training, will follow this policy.

## 4. Reimbursement

- a. Reimbursement requests must be accompanied by an attendance form that verifies their attendance in class for the days for which they are seeking reimbursement. Attendance forms must be signed by instructors or other authorized staff of the training provider who can verify attendance, as well as by the participant.
- b. It is the responsibility of the participant to ensure that the reimbursement request and attendance forms reflect true and correct information. If false information is submitted as a part of a reimbursement request, including on any related paperwork, the WDD reserves the right to disqualify that participant from any future reimbursement payments.
- c. WDD staff must review and approve all reimbursement requests and associated attendance forms in advance of any payments to the participant.

5. Eligible Supportive Service for Contracted Youth Programs
  - a. For contracted Youth Programs, Supportive Services can include any service allowed under WIOA, if those services are outlined in the program design, included in the program budget, and agreed to in the contract for youth services. Reimbursement for supportive services should follow the regular invoicing procedure, as outlined in the contract for youth services.





Lake County Workforce Development Board  
Executive Committee Meeting  
February 12, 2022

**Accept:**

The Illinois Department of Commerce and Economic Opportunity (DCEO) Comprehensive and Accessible Reemployment through Equitable Employment Recovery (CAREER) Dislocated Worker Grant in the amount of \$528,500.

**Grant Period:**

12/1/2021 – 8/19/2023

**Grant Amount:**

\$528,500

**Summary:**

Lake County Workforce Development proposed a project to enhance the ability of job seekers from historically marginalized communities to connect to employment through innovative work-based learning opportunities and setting up a mobile job center in communities most in need. Lake County Workforce Development will work with the Job Center of Lake County and partnering agencies to recruit and enroll 33 dislocated workers with a focus on two underserved geographic areas, the City of Waukegan and the City of Zion. To successfully serve the dislocated workers through this project, Lake County Workforce Development will work with local employers to establish comprehensive employment and training plans that address the skill gaps through paid work-experiences and occupational skills training. Lake County Workforce Development is proposing expansion of services to include technology solutions to benefit the dislocated workers through 1) an online tool that empowers job seekers to gain more skills and connect to hiring opportunities and 2) technology to support a mobile job center concept. Lake County Workforce Development requested \$528,500 with 72% being budgeted for direct training, work experience wages and supportive services to serve 33 eligible dislocated workers that have been unemployed for an extended period of time.



Lake County Workforce Development Board  
Executive Committee Meeting  
February 12, 2022

**Accept:**

The Illinois Department of Commerce and Economic Opportunity (DCEO) Trade Adjustment Assistance (TAA) grant in the amount of \$32,907.24

**Grant Period:**

10/1/2021 – 9/30/2022

**Grant Amount:**

\$32,907.24

**Summary:**

The United States Department of Labor Trade Adjustment Assistance (TAA) program provides aid to workers who have become unemployed as a result of increased imports from or shift in production to foreign countries. The TAA program offers a variety of benefits and reemployment services to assist eligible unemployed workers to prepare for and obtain suitable employment.

Workforce Development establishes and executes the TAA program in Lake County in partnership with Illinois Department of Commerce & Economic Opportunity (DCEO) and Illinois Department of Employment Security (IDES). Workforce Development is responsible for notifying at-risk and laid off workers of the benefits and participation obligations of this program. Workforce Development delivers programs and services that may include:

- Job Center of Lake county partner career services and resources
- Program eligibility
- Case management
- Job search assistance
- Career and occupational training
- On-the-job training, apprenticeship, and other work-based training
- Transportation assistance
- Maintaining records and reporting award expenditures
- Internal monitoring and quality control procedures to ensure compliance with federal and state program requirements

This grant will be used to pay training and transportation expenses for 3 trade participants and the staffing costs for case management.

The TAA certified events included:

- Acuity Brands Lighting Inc, Des Plaines, IL
- HSBC Technology and Services, Arlington Heights, IL
- Cardinal Health 200 LLC, Waukegan, IL



**Lake County Workforce Development Board  
Executive Committee  
January 12, 2022**

**Action:**

Approve Vantage Specialty Chemical Incumbent Worker Training Budget of \$43,800.00

**Background**

The purpose of an Incumbent Worker Training Program (IWTP) is to provide resources for employers to train currently employed workers in an effort to keep businesses and workers competitive. Workforce Development is responsible for administering the IWT Program, approving the employer training plans, and maintaining the reporting requirements. According to the Workforce Development Board Policy 1: Incumbent Worker Training (IWT) Policy; Section IV.g. An employer may receive funds through multiple IWT or On-the-Job Training (OJT) contracts in the same program year, but the total amount of the LCWDD's share of all IWT and OJT contracts may not exceed \$49,500.00 in any program year (July 1 – June 30) without the approval of the Workforce Board's Executive Committee.

**Vantage Specialty Chemicals**

Vantage is a global natural chemistry company that creates, produces and sources high-end and tailored specialty chemicals and ingredients incorporated into everyday products that nourish, care, sustain and enhance performance. Back integrated into natural oils and oleo chemistry, they use science to transform naturally derived products by bringing technology from the lab into the global marketplace. Vantage serves multiple key markets from four business units including: Oleochemicals, Performance Materials, Personal Care and Food.

**Incumbent Worker Training**

The total training investment is \$75,200.00

Lake County Workforce Development approved Project 1 Training for a total of \$31,400 – Project 1 training began in February 2021 and has been completed. Vantage has requested funding for Project 2 Training for a total of \$43,800 to begin January 2022.

**Description/need-for-training of the program:**

- The unique circumstances of a very tight employment pandemic market in the manufacturing industry makes hiring and training a substantial challenge.
- Production processes have been improved in 2020 and still need more work for proper standards. We know that a fair number of our 20+ year veterans are planning to retire in the next few years taking a lot of institutional knowledge with them. These circumstances also drive the need for production processes and job instruction skills training.
- The Job Instruction skills training program, will enable us to increase production efficiency by providing clear expectations and job descriptions, thus eliminating waste and re-work. With this training Vantage employees will be able to solve problems as a team will also reduce inefficiencies. When job expectations are clear, employees report being more satisfied with their roles. The employee and manager relationship are improved.
- 55 employees to be trained with this project.



**Lake County Workforce Development Board  
Executive Committee  
January 12, 2022**

**Action:**

Approve Contract Modification No. 1, Agreement 20156, WFDB Strategic Marketing & Communications Plan with budget of \$48,000.00

**Details of Modification:**

Pat Davis Design Group, Inc Scope of Work include, but is not limited to:

**Social Media** – Content Creation, Graphics, Posting to Platforms

Includes an average of two posts per week to each of the following platforms: LinkedIn, Twitter, and Facebook. PDDG will create the content, develop any applicable graphics, post the content to each platform, and monitor any generated engagements.

**Advertising** – LinkedIn Digital Ads

Include a single online/digital “follower ad” designed to spread awareness about LCWDB to employers and businessowners throughout Lake County. The follower ad runs continuously each month on LinkedIn.

**E-Newsletter** – Content Creation, Graphics, Distribution

Includes one electronic newsletter per month. PDDG will create the content, develop any applicable graphics, and distribute the approved newsletter to LCWDB’s subscriber list via Constant Contact.

**Website Maintenance** – Existing Page Edits, New Page Creation

Includes an average of eight hours of website maintenance per month, to be applied toward existing web pages on the LakeCountyWorkforce.org website, as well as creation of new web pages, including content and graphics, to support continuous improvement of the existing website.

**Website Fees** – Domains, Hosting, SSL

Includes ongoing domain registration for four domain names owned by LCWDB, hosting of the LakeCountyWorkforce.org website, and secure encryption of the website via a Secure Sockets Layer (SSL).

**Graphic Design** – Creation of New Collateral Pieces

Includes an average of six hours of graphic design services per month, to be applied toward various client requests, including press releases (up to four per year), annual report (one per year), and two additional outreach collateral pieces (e.g., brochure, flyer, one-pager, etc.).

**SECTION 3. DURATION**

This Agreement shall be effective upon execution and shall be in effect for a one-year. At the end of any contract term,

Lake County reserves the right to extend this contract for a period of sixty (60) days for the purpose of getting a new contract in place. In the event Lake County exercises its right to institute the aforementioned sixty (60) day extension, prorated rebate calculations shall be applied. For any year beyond the initial contract term, this contract is contingent upon the appropriation of sufficient funds.

**SECTION 4. AGREEMENT PRICE**

The price proposed include a total price as a fixed fee not to exceed \$50,000 for all services delineated on December 12, 2022, the agreement modification and cost of services were deliberated and agreed upon via email with both parties.



**Lake County Workforce Development Board  
Executive Committee  
January 12, 2022**

**Action:**

Approve [Prosperity Agenda's](#) Family Centered Coaching Adoption Agreement with a budget of \$29,375.00

**Scope:**

Through this agreement, TPA agrees to deliver the following:

Organizational Learning Assessment	<ul style="list-style-type: none"> <li>● Staff survey</li> <li>● Summary of results and recommendations</li> </ul>
FCC Project Kickoff	<ul style="list-style-type: none"> <li>● One-hour event</li> <li>● Session recordings and slides</li> </ul>
FCC Learning Journey Orientation	<ul style="list-style-type: none"> <li>● One-hour event</li> <li>● Session recordings and slides</li> </ul>
Anatomy of a Coaching Mindset	<ul style="list-style-type: none"> <li>● Seven 90-min sessions, for up to 60 participants</li> <li>● FCC Online Toolkit</li> <li>● Session recordings and slides</li> <li>● Dedicated learning portal for participants (Canvas LMS)</li> </ul>
Toolkit Onboarding	<ul style="list-style-type: none"> <li>● Six 2-hour sessions, for up to 40 participants</li> <li>● FCC Online Toolkit</li> <li>● Session recordings and slides</li> <li>● Dedicated learning portal for participants (Canvas LMS)</li> </ul>
Supervision Onboarding	<ul style="list-style-type: none"> <li>● 2 90-minute sessions, for up to 10 participants</li> <li>● Coaching Conversation Guide</li> <li>● Coaching Self-Assessment Survey</li> <li>● Session recording and slides</li> </ul>
Community of Practice Launch	<ul style="list-style-type: none"> <li>● 6 hours of Technical Assistance</li> <li>● Session recording and slides</li> </ul>

**Agreement Duration:**

This Agreement shall take effect on December 15, 2021, and will continue until December 15, 2022, or the date on which it is terminated.