



**Operations Committee
Meeting Agenda
Monday, January 10, 2022, at 9:00 AM**

Zoom Meeting URL:

<https://us06web.zoom.us/j/82350578261?pwd=eVRHTFhGanZncWVnTW1NTkExOEpdz09>

- I. **Call to Order**..... Laura Crivlare, Chairwoman
- II. **Public Comment**
- III. **Chairwoman’s Report**..... Laura Crivlare
- IV. **Consent Agenda Items**
 - Approve:**
 - October 2021 Operations Committee Meeting Minutes [Attachment A](#)
 - Review:**
 - One Stop Operator Report: October 2021 to December 2021 [Attachment B](#)
- V. **Presentation – Prosperity Agenda’s Family Centered Coaching Adoption**
Presenter: Franceria Moore, [The Prosperity Agenda](#)
- VI. **New Business**
 - 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](#)
 - Job Center of Lake County MOU & Cost Sharing Agreement Timeline [Attachment C](#)
- VII. **Old Business**
 - One-Stop Operator for Illinois Local Workforce Development Area 1 Request for Proposal
- VIII. **[Job Center of Lake County Service Integration – Action Plan](#)**
 - Job Center of Lake County Partner Integration Events – Adult Education
 - [Job Center of Lake County Video Tour](#)
- IX. **Upcoming Board & Committee Meetings**
 - Operations Committee Meeting – March 14, 2022
 - Lake County Workforce Development Board Meeting – February 24, 2022
- X. **Adjournment**



Operations Committee
Minutes
Monday, October 25, 2021 at 9:00 AM

Zoom Meeting URL:

https://us06web.zoom.us/j/85114092789?pwd=OXlnZ1B4L3NKZlE5YXhUcmY3TkDQQT09

Present: Chair Laura Crivlare, Heidi Semenek, Jennifer Serino, Edith Salinas, Carlotta Roman, Charles Ivy, Arlene Santos-George, Eva Locke, Brittney Davis, Tameka Wilson, Reni Mitkova,

Absent: Liz Gelacio, Jennifer Yohan, Hector Sanchez, Darryl Rader

I. Call to Order Laura Crivlare, Chairwoman

Meeting called to Order at 9:06am.
Roll call vote was taken.
A quorum was verified.

II. Public Comment

No public comment.

III. Chairwoman’s Report Laura Crivlare

No report.

IV. Consent Agenda Items

Approve:

- May 2021 Operations Committee Meeting Minutes Attachment A
• MOU Required Modification Handout

Review:

- One Stop Operator Report: July to September 2021 Attachment B

Action: Member Locke motioned to approve the Consent Agenda.
Member Davis seconded the motion.
No discussions or corrections.

A roll call vote was taken. The motion carried.

V. Presentation - Perkins V Program of Study

Presenter: Arlene Santos-George, Ph.D.
Dean of Adult Education and ESL, College of Lake County

The Perkins V Program of Study is difference than IV. Federal Laws integration “strengthen Career and Technical Educations”. Changing Labor needs, insure robust systems, and Internships/apprenticeships. The end goal is higher skills and high demand occupations. Program of study for secondary to post-secondary.

CLC strengthen their requirements to recruit Special groups i.e. disabled, economically disadvantage, female in CTE programs predominantly male industries. Accountability will be based on the performance metrics.

VI. New Business

- *One-Stop Operator for Illinois Local Workforce Development Area 1 requests for proposal (RFP). Under WIOA 2015 changes, we will be accepting RFPs for July 2022. We are asking for assistance in developing the RFP.*
- *Dislocated Worker - Woman of Color Grant Workforce Development secured additional Workforce Innovation and Opportunity Act (WIOA) funding (\$325,000) to assist Woman of Color who were disproportionately affected by the COVID-19 throughout the past year and have had to leave the labor force due to childcare issues. Previous existing economic inequalities have been amplified by the pandemic and have affected woman, Black and Hispanic workers, young adults, and people with low incomes. Feleicia Nixon-Gregory is managing this grant.*

VII. Job Center of Lake County Service Integration – Action Plan

- Human Center Design/[Family Centered Coaching](#)

U.S. Department of Human Services, Department of Labor and service integration, Spokane, Washington provide basic services, individual services and training services. We are interested in speaking with Spokane to provide us the process before and after services.

VIII. Updates and Information

- Unify Webpage
- Job Center of Lake County Partner Integration Events
- Local and Regional Strategies
 - Regional One-Stop Operator Collaboration Update

The Unify referral initiative had over 100+ referrals. Case workers are referring customers to the Job Center for job search. Referral action in 24 hours.

Partner Integration event activities with hybrid workshops with both Waukegan and Lake County Housing Authority events. Economic mobility Summit; Recruitment Marketing In a digital world; and Regional One Stop Operator collaboration.

IX. Upcoming Board & Committee Meetings

- Workforce Development Board Meeting – November 18, 2021 at 8:00AM
- Inclusive Leadership Institute – October 28 and 29 at 8:00AM
- Operations Committee Meeting – TBD

X. Adjournment

Action: Member Davis motioned to adjourn the meeting. Member Santos-George seconded the motion.

Meeting adjourned at 9:58am.

COMMUNICATION IS CONSISTENT, COMPREHENSIVE, AND TIMELY

24 staff members from 13 organizations attended the **first hybrid Partner Cross-Training Event** in October either in person at the University Center or via ZOOM. The Workforce Professional Development Institute hosted the event and shared information about continuing education courses. The YWCA shared updates regarding childcare assistance including the fact that qualified parents who are seeking employment or involved in training may receive a childcare subsidy.

Jennifer Serino & Eva Locke shared information regarding integration activities with the Department of Human Services and the Job Center at the 4th Annual Economic Mobility Summit on October 19th. The event included presentations regarding workforce and human services partnerships from three additional American Job Centers. View the full [presentation](#).

TIMELY AND COORDINATED ACCESS FOR CUSTOMERS

[The Unify webpage](#) includes snapshots of each of the 14 Job Center partners and contacts for each organization. This internal partner webpage has increased understanding about partner programs among frontline staff members of each organization and facilitates referrals.

240 referrals were sent out during the quarter through the Unify Partner webpage. During the previous quarter 180 referrals were sent out, so the Unify system is seeing increased use. * An additional **44** referrals were sent by Workforce Development to the College of Lake County for TABE testing.

Partners that **received** referrals

College of Lake County	29*
Community Action Partnership	7
IL Dept. of Human Services	9
IDHS, Division of Rehabilitation Services	10
Dist. 113 Adult Ed	1
Dist. 120 Adult Ed	1
IL Dept. of Employment Security	52
Lake County Housing Authority	8
Lake County Workforce Development	113
Job Corps	5
NAPCA/ SCSEP	1
Waukegan Housing Authority	4
Youth Build	0
Youth Conservation Corps	0

Partners that **sent out** referrals

College of Lake County	2
Community Action Partnership	52
IL Dept. of Human Services	24
IDHS, Division of Rehabilitation Services	2
Dist. 113 Adult Ed	3
Dist. 120 Adult Ed	7
IL Dept. of Employment Security	56
Lake County Housing Authority	2
Lake County Workforce Development	87
Job Corps	0
NAPCA/ SCSEP	0
Waukegan Housing Authority	0
Youth Build	0
Youth Conservation Corps	5

SERVICES DELIVERED BY FUNCTION

Intentional Integration: youth

35 individuals participated in a hybrid event for young people called **Moving Up!** The five Job Center partners with youth programs planned and implemented this event together. Individuals could attend via ZOOM or live at the Job Center or YCC. The event featured a panel of young people who discussed their career journey. Watch the [event recording](#).

These youth-serving partners also developed a combined flyer called [You Have Options!](#) This flyer, which provides a quick overview and links to programs for young people ages 16 to 24, will be included in Job Center marketing both online and at live events.

Intentional integration: adult education

In October, three intentional integration meetings were held with adult-education partners (CLC, Dist. 113, Dist. 120), Workforce Development, and IDES. An average of **13** staff members attended each of the online meetings. Integration topics included service delivery, training, employment, and work-based learning. Together the group decided to develop a video that introduces students and instructors to the Job Center and an interviewing workshop customized for English as a Second Language (ESL) students. Two ESL instructors participated in the working group that developed these videos, advising Job Center personnel on language and format that would connect with second-language learners.

Intentional integration: disability services

In December, three intentional integration meetings that spotlighting IDHS Division of Rehabilitation Services were held. Representatives from DHS, IDES, CLC, and Workforce Development also attended. An average of 13 staff members attended each of the online meetings. Integration topics included service delivery, training, employment, and work-based learning. Together the group decided to develop two hybrid events for individuals with disabilities. These will be scheduled in February 2022.

Services Delivered by Function: Business Services

The Hire Lake County Job Fair was coordinated as a partnership between the Job Center of Lake County and the Village of Lincolnshire and was held on October 27 at the Marriott Resort in Lincolnshire. **73 employers and 110 jobseekers** attended. Vaccinations were offered at the event; 50 individuals received a vaccine offered through the State of IL. Top Line Transportation & Macy' hired two individuals on the spot. Participants provided positive feedback about the live event. [Letter of Appreciation](#)

Work Experience & OJT presentation

19 staff members from 4 partners organizations including D120, D113, CAP & Workforce Development attended an online presentation in October by Account Executive Wilson Giraldo regarding work experience & on-the-job training opportunities in the IT & professional sectors.



**Lake County Workforce Development Board
Operations Committee Meeting
January 10, 2022**

Job Center of Lake County MOU & Cost Sharing Agreement Timeline

In preparation for annual MOU and budget negotiations each program year, it is important to begin planning each fall to meet various WIOA benchmarks and deadlines. To help ensure that LWIA 1 is in the best position to fulfill all WIOA requirements related to submission of MOUs and one-stop operating budgets within the allotted timeframe for the upcoming program year, the below timeline was created and submitted to DCEO on December 31, 2021.

PRIMARY ACTIVITY IN NEGOTIATIONS	PLANNED DATE OF COMPLETION (WEEK ENDING ON A SPECIFIC CALENDAR DATE AND YEAR)
MOU 2021 Budget policies reviewed	1/9/2022
Partner update – WDB Operations Committee Meeting	1/10/2022
Draft Infrastructure Budget complete & distributed – phone call	2/25/2022
Partners submit workforce system budget information – phone call	3/11/2022
Partner update on budget status– phone call	3/18/2022
Draft Budget distributed to partners	3/25/2022
Draft Budget reviewed – WDB Operations Committee Special Meeting	3/28/2022
Partner review – individual meetings/phone calls	3/30/2022
Outcome report submitted to DCEO with draft operating budget	4/15/2022
Partner review final MOU budget – phone call	4/17/2022
MOU distributed for partner signatures	5/1/2022
Partner presentation - WDB Operations Committee Meeting	5/9/2022
Partner presentation – Workforce Development Board Meeting & Approval	6/23/2022
Partner signatures obtained by	6/26/2022
FINAL MOU submitted	6/30/2022
FINAL MOU distributed to partners	6/30/2022

* Meeting will be held via zoom.