



Meeting Agenda
Thursday, February 24, 2022
8:00 AM - 9:15 AM

Zoom Meeting URL:

<https://us06web.zoom.us/j/84139818711?pwd=S3FiaTFFaUJHYjNVMTZPelBORk0ydz09>

- I. **Call to Order** Karen Stoneman, Committee Chairman
- II. **Public Comment**
- III. **Chairman’s Report** Karen Stoneman
 - 1. Welcome New Lake County Workforce Development Board Member:
Sandra Tran, VP Human Resources at Medline Industries, Inc.
- IV. **Consent Agenda**
 - Approve:**
 - 1. November 2021 Board Meeting Minutes Attachment A
 - 2. Board Service Policy 15 - Support Services Modifications Attachment B
 - Accept:**
 - 1. 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. Attachment C
 - 2. The Illinois Department of Commerce and Economic Opportunity (DCEO) Trade Adjustment Assistance (TAA) grant in the amount of \$32,907.24 Attachment D
 - Review:**
 - 1. Lake County Workforce Development Grant Reports
 - Grant Expenditure Report Attachment E
 - WIOA Youth Plan Report Attachment F
- V. **Regional and LWIA 1 Local Plan Modifications** Regional Plan: [HERE](#)
 - **Family Centered Coaching** Local Plan: [HERE](#)
 - Amber Wilson, Consultant, The Prosperity Agenda
 - **Partner Update:** IBEW Local Union 150 – International Brotherhood of Electrical Workers
 - Steven Smart, Business Development Coordinator, IBEW Local Union 150
 - **Lake County Workforce Development Communication and Marketing Year in Review**
 - George Dimotakis, President & CEO, Pat Davis Design Group
 - **Lake County Workforce Development Business Service Team**
 - Antonio Garcia, Business Services Manager, Lake County Workforce Development

VI. Updates and Information

1. National Association of Workforce Boards
 - [2022 FORUM](#): April 11th - 14th
2. Illinois [2022 WIOA Summit](#): April 28th – 29th
3. One Stop Operator for Illinois Local Workforce Development Area 1 Request for Proposal - closed Tuesday, February 22, 2022

VII. Upcoming Board Meeting

1. Workforce Development Board Meeting – April 28, 2022 at 8:00 AM

VIII. Adjournment



Minutes

Thursday, November 18, 2021 at 8:00 AM

Zoom Meeting URL:

https://us06web.zoom.us/j/89547364592?pwd=QW02STUrTXJ2WTVLWFdpbkVLZU82UT09

Present: Kim Wimer, Andrew Warrington, Kevin Considine, Carlotta Roman, Carrie Espinosa, Dennis Kessler, Arlene Santos-George, Lori Suddick, Emily Garrity, Jennifer Harris, Jennifer Serino, Mary Ross-Cunningham, Laura Crivlare, Noelle Kischer-Lepper, Robyn Safron, Tim Dempsey, Steve Smart, Kristi Long, Kathy Nellis

Absent: Karen Stoneman, Patrick Statter, Ann Maine, Christine Hammerlund, Carla Schroeder, Pastor Eugene Roberson, Josh Fisher, Michael Darling

I. Call to Order Kim Wimer, Co-Committee Chairwoman

Meeting to order at 8:01am.
Roll call was taken.
There is a quorum.

II. Public Comment

No public comment.

III. Chairman's Report Kim Wimer

1. Welcome to the New Lake County Workforce Development Board Members

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 this fall, please join me in welcoming the following new Lake County Workforce Development Board members:

- Pete Govorchin, President Enterprise Chief Operating Officer at Cancer Treatment Centers of America (CTCA) and President and Chief Executive Officer of CTCA
- Dr. Michael Karner, Regional Superintendent of Schools, Lake County
- Troy McIntosh, Vice President and Chief Diversity, Equity and Inclusion Officer at IDEX Corporation
- Dane Morgan, Branch President, Gurnee Community Bank
- Julie Savitt, President, AMS Elite Solutions, Inc.
- Dr. Michele Vaughn, Founder & CEO, Teen & Single Mother Resource Center, Inc.

2. New Board Member Orientation Session – Wednesday, December 8, 2022 from 8:15 AM - 9:30 AM

To onboard the new LCWDB members, the Executive committee has decided to offer a LCWDB New Member Orientation Session in December.

To ensure current board members can attend and participate it will be scheduled for December 8th at 8:15AM (via Zoom) in lieu of the December Executive Committee meeting. Current Board members are encouraged to attend and meet the new members of the board. If interested in speaking at the Orientation, please reach out to Laura Gergely.

3. Lake County Workforce Development Board Committee and Task Force Recruitment

To encourage Board members actively participate in board functions, I want to invite new and current Board members to explore the current committees and task force opportunities.

Laura Gergely will be sending out an email this week with more information on the committees and membership. Please respond to her with any questions you may have.

4. Inclusive Leadership Institute Leaders

Please let me be the first to recognize and congratulate everyone who attended and completed the Board's Inclusive Leadership Institute.

As Cindu stated many times, I admire all of you for allowing yourselves to "get comfortable with being uncomfortable" and for your willingness to engage in difficult conversations around DEI. I look forward to seeing how each of you and the Workforce Development Board apply what was learned to drive inclusion and equity forward within our organization and beyond. You are now INCLUSIVE LEADERS!

I want to recognize Equity Task Force Chair, Carlotta Roman as she was the motivator and the mind behind this Institute and the DEI work of the Board. Thank you, Member Roman.

IV. Consent Agenda

Approve:

- | | | |
|----|--|------------------------------|
| 1. | September 2021 Board Meeting Minutes | Attachment A |
| 2. | 2022 Board and Committee Calendar | Attachment B |
| 3. | Job Center of Lake County Memorandum of Understanding Required Revisions | Attachment C |

Review:

- | | | |
|----|---|------------------------------|
| 1. | Board Recertification and New Board Members | Attachment D |
| 2. | Lake County Workforce Development Grant Reports | |
| | ○ Grant Expenditure Report | Attachment E |
| | ○ PY 20 Contract Report | Attachment F |
| | ○ WIOA Youth Plan Report | Attachment G |

Action: Member Long made a motion to approve the Consent Agenda. The motion was seconded by Member Dempsey.

No discussion or corrections.

Roll call was taken, motion carried.

V. Lake County Workforce Development and Customer Success

1. Lake County Workforce Development
 - Briscoe Johnson, Flagger, TJ and Sons
 - Felicia Nixon, Project Lead, Lake County Workforce Development

To kick off our success stories, I would like to welcome Felicia Nixon-Gregory, senior staff of Lake County Workforce Development, who works directly with individuals enrolled under the WIOA umbrella of programs and services and Briscoe Johnson, participant of the Revive program sharing his experience with Revive and other Lake County services.

2. Lake County Coroner's Office
 - Jennifer Banek, Coroner, Lake County

Lake County Workforce Development not only provides employment services and business engagement for the Private Sector and Non-For-Profit entities, but we assist the Public Sector and specifically, the County of Lake with their workforce needs and succession planning efforts.

With that said, it is my pleasure to introduce you to Coroner Jennifer Banek. Jennifer was sworn into office on December 1st, 2020. Banek, who was elected to her first term, dedicated her life to public service and serving people. She is a Captain in the US Army Reserve and most recently returned last January from her deployment at Al Udeid Air Base in Qatar, where she provided anesthesia to military personnel before surgery. Banek has been a member of the Cook Memorial Library Board since 2018, serving as secretary, and is a board member of the Illinois Association of Nurse Anesthetists, and a committee member of the American Association of Nurse Anesthetists.

3. Hire Lake County Job Fair
 - Steven Smart, Business Development Coordinator, IBEW Local 150
 - Antonio Garcia, Business Services Manager, Lake County Workforce Development

Antonio Garcia, Business Services Manager with Lake County Workforce Development and Steven Smart, Business Development Coordinator with IBEW Local 150 shared his experience at the Hire Lake County Job Fair.

4. Illinois Workforce Partnership - 2021 LWIA 1 Awards
 - Business Leadership Award – Chicago Boiler Company (CB Mills)
 - Individual Achievement Award – Claire Simon
 - Innovation Solutions Award – Lake County Workforce Development Board's Efforts Toward Diversity, Equity and Inclusion

Each year, local workforce areas submit nominations, and winners are selected by a panel of workforce professionals. The award categories are, Business Leader, Individual Achievement, and Innovation Solutions. We congratulate Eva Locke who received the Innovation Solutions Award.

New in 2022, IWP will publish a magazine to recognize the award recipients across the state. Laura will send out the final magazine once completed.

VI. Updates and Information

1. National Association of Workforce Boards

Member Harris gave an update on NAWB and what's happening in Washington, D.C.

VII. Upcoming Board Meeting

1. Workforce Development Board Meeting – February 24, 2022 at 8:00 AM

The Board's leadership team is planning on going back to in-person Board meetings in February. More to come on this.

VIII. Adjournment

Action: Member Warrington motioned to adjourn the meeting. Member Dempsey seconded the motion.

Meeting adjourned 9:01am



Lake County Workforce Development Board
February 24, 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 needed 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
February 24, 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.

The grant will pay:

- Training wages of the eligible participants enrolled in a work-experiences.
- Tuition for occupational training for eligible participants.
- Supportive services for eligible participants.
- Technology to support a mobile job center concept.
- Personnel costs to do business outreach, industry sector engagement, career coaching and case management.



Lake County Workforce Development Board
February 24, 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

Grant Expenditure Report December 31, 2021

Workforce Development Grant Expenditure Report

Workforce Innovation and Opportunity Act Grant

Youth - Adult - Dislocated Worker PY'21 Grant (July 2021 - June 2023)	Cost Category	Allocation	Certified Costs	Obligations*	Percentage	WIOA Compliance		
						Goal	%Budget	
	Administration	507,052	116,469		23.0%	YOS	75%	33%
	Youth	1,518,901	553,020	415,041	63.7%	W/E	20%	9%
	Adult	1,435,907	695,871	190,716	61.7%	Training	50%	34%
	Dislocated Worker	1,608,678	673,726	347,615	63.5%	Cost/Ob	80%	59.0%
	Total	5,070,538	2,039,086	953,372	59.0%			

Workforce Innovation and Opportunity Act Grant

Youth - Adult - Dislocated Worker PY'20 Grant (July 2020 - June 2022)	Cost Category	Allocation	Certified Costs	Obligations*	Percentage	WIOA Compliance		
						Goal	%Budget	
	Administration	676,363	626,888		92.7%	YOS	50%	62%
	Youth	1,886,737	1,326,076	106,000	75.9%	W/E	20%	29%
	Adult	1,783,624	1,683,201		94.4%	Training	50%	56%
	Dislocated Worker	2,498,017	2,076,526	106,000	86.0%	Cost/Ob	100%	86.0%
	Total	6,844,741	5,712,691	318,000	86.0%			

WIOA Opioid Grant - Dislocated Worker Training Grant

(October 2019 - June 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	211,532	194,524		92.0%

Trade Act Grant (TAA)

(October 2021 - September 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	32,907	4,815		14.6%

WIOA Disaster Employment Relief Grant - Contact Tracers

(June 2020 - March 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	1,223,650	943,906		77.1%

WIOA Employment Recovery Grant - Dislocated Worker Training Grant

(June 2020 - March 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	298,011	243,113		81.6%

WIOA Regional Team Training and Professional Development Grant

(June 2020 - March 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	166,005	126,246		76.0%

College of Lake County Transform Lake County Grant

(September 2018 - December 2021)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	37,564	12,593		33.5%

WIOA Dislocated Worker Project Navigator and Supportive Services

(June 2021 - October 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	325,000	18,681		5.7%

WIOA Dislocated Worker Incumbent Worker Industrial Manufacturing Technician Grant

(June 2021 - October 2022)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	156,454	-		0.0%

Lake County Workforce Development Board Finance and Compliance Committee

Youth Plan

July 2021- June 2022

	Totals	December		Projections	
		Benchmark	Actual		
<u>Total Funds Available</u>	<u>\$2,283,927</u>				
WIOA PY21 Grant Funds	\$1,518,900				
WIOA PY20 Grant Funds	\$765,027			100%	
Youth Program Administration		21-Dec	Actual		
WDD Personnel & Operations – including a team of contingent workers	\$1,033,878	50%	48%	63%	December operations paid in January
Intermediary – Professional Services agreement with a consultant	\$50,000	75%	87%		
Youth Service Delivery Strategies					
Career Pathways Program	\$386,528	40%	35.0%	90%	Career Pathway Contracts tend to spend larger amounts of their grant funds in the second half of the year
Enrollments	60	75%	78.3%		
Career Crossroads – High Schools, staffing and youth cash incentives	\$152,000	0%	15%		
High Schools	6	100%	83.3%	83%	5 of 6 Highschools are currently participating Highschool enrollment numbers trending lower than expected
Enrollments	70	100%	45%	53%	
Occupational Training – ITAs	\$150,000	50%	69%		
Enrollments	40	50%	103%		
Work-based Training – wages	\$200,000	70%	113%		
Enrollments	15	100%	100%		
Program Elements	\$80,000	25%	6.9%	50%	Changing delivery models of Job Readiness Tools in order to gain wider engagement with customers
Job Readiness Stipends/Support Services	40	50%	80%		
Outsourced services MOUs	4	100%	0%	50%	Decision to move away from MOU's to purchasing Job Readiness Tools
Planned Expenditures/Obligations	\$2,052,406				
Total Funds Available				Not Meeting	
WIOA PY21 Grant Funds	\$1,518,900			On Track	
WIOA PY20 Grant Funds Carryforward (Adj)	\$765,027			Trending Low	
Planned Balance Carryforward at June 2022	\$231,521				
</= 20% for compliance	15.24%				