



**Executive Committee Meeting**  
**Wednesday, March 9, 2022, at 8:15 AM**

**Zoom Meeting URL:**

<https://us06web.zoom.us/j/81679317861?pwd=OCt0c0NtcWx3Yk9TWElhoRjBVVWlPZz09>

- I. Call to Order** ..... Karen Stoneman, Committee Chairwoman
- II. Public Comment**
- III. Chairwoman’s Report** ..... Karen Stoneman
  - 1. Board and Committee Meeting Structure
- IV. Consent Agenda**
  - Approve:**
    - January 2022 Executive Committee Meeting Minutes Attachment A
    - Lake County Partners Business 2022-2023 Vendor Agreement Attachment B
- V. New Business**
  - 1. Marketing and Communication a Year in Review  
Presenter: George Dimotakis, Pat Davis Design Group, President & CEO
  - 2. Board Member Engagement Initiatives
    - Committee and Task Force Chairs
    - Board Member Mentorship
    - Job Center Services Opportunities
  - 3. High Performing Board
    - NAWB Trailblazer Award Attachment C
- VI. Updates and Information**
  - 1. One Stop Operator for Illinois Local Workforce Development Area 1 Request for Proposal
  - 2. New Ways to Work
- VII. Upcoming Board & Committee Meetings**
  - 1. Executive Committee Meeting – Wednesday, April 13, 2022, at 8:15 AM
  - 2. Workforce Development Board Meeting – Thursday, April 28, 2022, at 8:00 AM
- VIII. Adjournment**



Executive Committee Meeting Minutes

Wednesday, January 12, 2022, at 8:15 AM

Zoom Meeting URL:

https://us06web.zoom.us/j/86947643608?pwd=cUEzQVpHVETAy1ZnbIVUZjdEQWxqdz09

Present: Karen Stoneman, Ann Maine, Dennis Kessler, Jennifer Serino, Andrew Warrington, Kim Wimer, Laura Crivlare, Tim Dempsey, Carlotta Roman

Absent: Jennifer Harris, Lori Suddick, Robyn Safron

I. Call to Order ..... Karen Stoneman, Committee Chairwoman

Meeting called to order at 8:17am.
Roll call taken.
A quorum was verified.

II. Public Comment

No comments.

III. Chairwoman’s Report ..... Karen Stoneman

Happy New Year! Thank you to all who participated in the Workforce Development Board orientation. It’s been 2 years since the committee met Live and in-person. What are your thoughts for moving the January and February meetings back to remote? Everyone agreed to continue to meet remote.

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. 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

Action: Member Maine motioned to approve the Consent Agenda. Member Kessler

*seconded the motion.*

*No discussion of corrections.*

*Roll call taken.*

*Motion carried.*

## **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

*Incumbent workers are paid for on-the-job training. Vantage Specialty Chemical training will instruct incumbent workers for improved processes and better efficiency. Phase I started in February 2021. Phase II began January 2022. A total of 55 incumbent workers will have trained.*

*Action: Member Warrington motioned to approve the Vantage Specialty Chemical Incumbent Worker Training Budget of \$43,800.00. Member Crivlare seconded the motion.*

*No discussion or corrections.*

*A roll call vote was taken.*

*Motion carried.*

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

[Attachment F](#)

*Action: Member Dempsey motioned to approve the Contract Modification No. 1, Agreement 20156, WFDB Strategic Marketing & Communications Plan with a budget of \$48,000.00. Member Warrington seconded the motion.*

*Member Serino Reviewed the scope of work produced by Pat Davis Agency i.e. logo, letterhead, presentations template for the Board. Great job on the work from Pat Davis completed! Going forward the Pat Davis Agency will continue to create News Releases and other PR items for WD. A roll call vote was taken.*

*Motion carried.*

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

[Attachment G](#)

*Action: Member Maine motioned to approve the Prosperity Agenda's Family Centered Coaching Adoption Agreement with a budget of \$29,375.00. Member Dempsey seconded the motion.*

*No discussions or corrections.*

*A roll call vote was taken.*

*Motion carried.*

## **VI. Updates and Information**

### **1. Lake County Workforce Development Board Member Engagement Program**

*Workforce Development is working on a calendar with time slots for board members to engage directly with*

*Job Center staff and customers, workshops, and events.*

### **2. One Stop Operator for Illinois Local Workforce Development Area 1 Request for Proposal**

*The RFP will be going out for bids by the end of the month for a new 4-year contract.*

### **3. New Ways to Work**

*Putting together a New Ways to Work Youth Taskforce. A taskforce report on activities is due February 1<sup>st</sup> for review.*

### **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](#)

*The Local Workforce Plan modifications are due to the State by March 31<sup>st</sup>. A small team of WFD staff will be put together the changes for review by the committee.*

## **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**

*Member Kessler motioned to adjourn the meeting.*

*Member Maine seconded the motion.*

*Meeting adjourned at 8:52am.*

Lake County Workforce Development Board  
Executive Committee  
March 9, 2022

**Lake County Partners Vendor Agreement**

**Background**

Lake County Partners currently has a vendor agreement with the Workforce Board to maintain Salesforce, administer Salesforce, and through a third-party consultant provide administration support to the Workforce Development Business Services team.

**Recommendation**

Workforce Development is recommending a one-year renewal of the current vendor agreement.

Vendor Agreement Term: March 2022 – March 2023

Salesforce Administration: \$1,500 monthly

**Lake County Workforce Development Board**  
**Executive Committee**  
**March 9, 2022**

National Association of Workforce Board's Trailblazer Award

Background

The Trailblazer Award recognizes a workforce development board that has been a leader in implementing the system changes envisioned in the Workforce Innovation and Opportunity Act (WIOA) and expanding its ability to develop comprehensive workforce solutions for its community.

The Trailblazer Award is focused on the systemic changes required in the Workforce Innovation and Opportunity Act. The award will be presented to the board that has made the most progress in adopting and implementing the changes envisioned in the Workforce Innovation and Opportunity Act and expanding its ability to develop comprehensive workforce solutions for its community.

Proposal

The Lake County Workforce Development Board utilizes the NAWB Trailblazer Award criteria as a mechanism to determining high performance while aligning the work against this criterion outlined below. Workforce Development will cite successes in each of these areas throughout the year and in late 2022/early 2023 submit a nomination to NAWB to be recognized.

Trailblazer Award Criteria

1. **Strategic Planning:** Describe your strategic planning process, who was included and the contribution each made, what data was used, and the key results of the effort.
2. **Integrated Planning:** Describe any planning activities you are undertaking with adult education and literacy, Wagner-Peyser, and vocational rehabilitation, as well as with any of the other 11 programs (listed below) included in WIOA as "other potential partners." Include any results to date. · Career and technical education programs · Temporary Assistance for Needy Families Program · Employment and Training Programs under the Supplemental Nutrition Assistance Program · Work programs authorized under the Food and Nutrition Act · Trade Adjustment Assistance for Workers Programs · Jobs for Veterans State Grants · Unemployment Insurance Programs · Senior Community Service Employment Program · Employment and training activities carried out by the Department of Housing and Urban Development · Community Services Block Grant · Reintegration of Ex-Offenders Program.
3. **Sector Strategies:** Describe the sector strategies you have initiated, including both your activities and the role that employers play. Include any results to date.
4. **Governance:** Describe how you use your board to be part of strategic decision making, which may include board structure, meeting agenda, material shared with the board prior to meetings, meeting processes, board responsibilities outside of meetings, etc.
5. **Youth Services:** Describe any creative strategies or programs you have developed for serving youth, including meeting the new 75 percent out-of-school youth spending requirement and/or continuing to effectively serve in-school youth with reduced funding. Include any results to date.

6. **Business Services**: Describe any efforts you have taken to develop and provide training services to employers, such as on-the-job training, customized training, or apprenticeship. Include any results to date.
7. **Career Pathways**: Describe any efforts you have taken with partners to define career pathways and develop education and training programs in line with those pathways. Include any results to date.
8. **Integrated Program Delivery**: Describe efforts you have undertaken to combine the services you are providing with your partner organizations to meet the needs of individuals in a seamless manner, including how you are integrating services at your one-stop centers. Include any results to date.
9. **Program Data**: Provide information on your funding level and sources, the number and type of participants you serve (e.g., adult, youth, dislocated worker), outputs and outcomes (e.g., number trained, number placed), and performance vis-à-vis standards.