



**Operations Committee
Meeting Agenda
Monday, October 25, 2021 at 9:00 AM**

Zoom Meeting URL:

<https://us06web.zoom.us/j/85114092789?pwd=OXlnZ1B4L3NKZlE5YXhUcmY3TkdDQT09>

- I. **Call to Order** Laura Crivlare, Chairwoman
- II. **Public Comment**
- III. **Chairwoman’s Report** Laura Crivlare
- 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](#)
- V. **Presentation - Perkins V Program of Study**
 - Presenter:** Arlene Santos-George, Ph.D.
Dean of Adult Education and ESL, College of Lake County
- VI. **New Business**
 - One-Stop Operator for Illinois Local Workforce Development Area 1 Request for Proposal
- VII. **[Job Center of Lake County Service Integration – Action Plan](#)**
 - Human Center Design/[Family Centered Coaching](#)
- VIII. **Updates and Information**
 - Unify Webpage
 - Job Center of Lake County Partner Integration Events
 - Local and Regional Strategies
 - Regional One-Stop Operator Collaboration Update
- 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





Operations Committee Minutes

Monday, May 10, 2021 at 9:00 AM

Zoom Meeting URL:

<https://zoom.us/j/92864580595?pwd=L1FraVhKQ0FnWlZQeUNTZjVOOWU4QT09>

Present: Liz Gelacio, Eva Locke, Reni Mitkova, Arlene Santos-George, Jennifer Serino, Jennifer Yohan, Edit Salinas, Heidi Semenek, Darryl Rader, Tameka Wilson, Charles Ivy, Hector Sanchez, Brittany Davis, Darryl Rader, Jennifer Yohan

Absent: Chair Laura Crivlare, Carlotta Roman

I. Call to Order Member Jennifer Serino

*Call to order at 9:04am.
A Roll Call vote was taken.
A quorum was verified.*

II. Public Comment

No public comment.

III. Chairwoman’s ReportMember Serino

- 2021 WIOA Summit

Thank you to all who attended the WIOA Summit with our partners. The two-day workshops were very good: Snap to Success and IT Careers. A link with the recording of all the Summit workshops will be sent to you shortly.

The annual DCEO review will begin June 1st. The desk review will take place virtually. A few areas that will be reviewed are MOUs, cost sharing, and Job Center certification. The documents will be uploaded and sent to DCEO as requested.

IV. Consent Agenda Items

Approve:

- April 2021 Operations Committee Meeting Minutes

[Attachment A](#)

Action: Member Santos-George motioned to approve the Consent agenda. Member Mitkova seconded the motion.

No discussions or corrections.

A roll call vote was taken. The motion carried.

V. Old Business

- **Action Item**

[Link 1](#) / [Link 2](#)

- Approve the Job Center of Lake County Memorandum of Understanding (MOU) PY21 and Budget

WIOA PY21 grant funding will begin July 1st. There will be a 30% decrease or \$1.5 million in WIOA funds Based on the Title 1 Notice of Funding of \$5,000,000. There was a 40% increase in funds received for PY20. The Job Center is hoping to serve more people than the previous year.

Action: A motion was made by Member Davis and seconded by Member Wilson to approve the Job Center of Lake County Memorandum of Understanding (MOU) PY21 and Budget.

No discussions or corrections

A roll call vote was taken. Motion carried.

VI. Updates and Information

- Job Center of Lake County Quarterly Report: January 2021 to March 2021 [Attachment B](#)
- Job Center Cross Training – May 2021 [Attachment C](#)
- Job Center of Lake County Partner Integration
- Local and Regional Strategies
 - Regional One-Stop Operator Collaboration Update
- *Quarterly report January to March 2021. The Job Center has 4 goals.*
 - 1. Communication to the customer is timely and consistent.*
 - 2. Timely Coordination for customers. The website is launching in July. Partner agencies will have a designee to handle referrals.*
 - 3. Consortium with a Spotlight organization featured. The first event is for DHS.*
 - 4. Services delivered by functions. For example, a Disability Job Fair.*
- *Cross-training event on May 14, 2021 and with breakout rooms.*
- *DHS – “Get Empowered and Get help”, by invitation only. There will be two workshop times on May 27th.*
- *Regional One-stop recruitment and enrollment of Job Seekers training scheduled for April and May.*
- *Developing reporting process for tracking customer’s and services.*

VII. Upcoming Board & Committee Meetings

1. Workforce Development Board Meeting – June 24, 2021 at 8:00AM
2. Operations Committee Meeting – August 9, 2021 at 9:00AM

Next Board meeting agenda will include MOUs for approval. The Business Services Team will present on Grant Budget.

At the next Operations Committee meeting, Member Santos-George will give an update on the Perkins Grant. CLC is submitting their application for the grant by May 14, 2021, for \$500,000.

VIII. Adjournment

Action: Member Yonan motioned to adjourn the meeting. Member Semenek seconded the motion.

Meeting adjourned at 9:31am.

Job Center Quarterly: JULY TO SEPTEMBER 2021

COMMUNICATION IS CONSISTENT, COMPREHENSIVE, AND TIMELY

55 partner staff members attended the Job Center cross-training and webpage launch on July 9, 2021. Another **20** staff members attended “Receiver training” with the Job Center Supervisor in the weeks before this launch event. All 14 Job Center partners were represented at these meetings.

[Archived presentation](#)

The Unify webpage includes snapshots of each of the 14 Job Center partners and contacts for each organization. This internal partner webpage will increase understanding about partner programs among frontline staff members of each organization and facilitate referrals.

TIMELY AND COORDINATED ACCESS FOR CUSTOMERS

180 referrals were sent out during the quarter through the Unify Partner webpage. One noteworthy source of referral was the Community Action Partnership which is currently accepting LiHeap applications for energy assistance. CAP personnel ask applicants if they desire employment or training assistance and make referrals whenever needed. An additional **160 referrals** were sent by Workforce Development to the College of Lake County for TABE testing.

Partners that **received** referrals

College of Lake County	180
Community Action Partnership	5
IL Dept. of Human Services	9
IDHS, Division of Rehabilitation Services	14
Dist. 113 Adult Ed	1
Dist. 120 Adult Ed	4
IL Dept. of Employment Security	28
Lake County Housing Authority	8
Lake County Workforce Development	78
Job Corps	1
National Able SCSEP	3
Waukegan Housing Authority	4
Youth Build	1
Youth Conservation Corps	4

Partners that **sent out** referrals

College of Lake County	7
Community Action Partnership	42
IL Dept. of Human Services	14
IDHS, Division of Rehabilitation Services	2
Dist. 113 Adult Ed	2
Dist. 120 Adult Ed	2
IL Dept. of Employment Security	36
Lake County Housing Authority	2
Lake County Workforce Development	214
Job Corps	0
National Able SCSEP	0
Waukegan Housing Authority	1
Youth Build	1
Youth Conservation Corps	14

SERVICES DELIVERED BY FUNCTION

Intentional integration meetings between the Lake County Housing Authority, Waukegan Housing Authority and consortium members resulted in the creation of two events:

19 individuals participated in the “**Get Empowered**” event. The event was offered exclusively to housing participants and other vulnerable populations. [Event flyer](#)

13 individuals participated in the “**Thriving on a Tight Budget**” workshop. This event was led by Elizabeth Werning, Housing Counselor with Lake County Housing Authority. [Event flyer](#)

Congressman Schneider, State Rep. Rita Mayfield, the Job Center of Lake County, and the Illinois Department of Employment Security hosted an event for job seekers titled “**Maximize Job Search Resources & Virtual Hiring Events**” on August 26. The virtual Job Search event illustrates state and local partnerships to address employment resources for local job seekers in need of careers at a sustainable wage. There were around 100 views of the virtual event. [Event flyer](#)

In August, three intentional integration meetings were held between youth-serving partners including: YouthBuild, Youth Conservation Corps, Job Corps, Workforce Development and the College of Lake County. An average of 12 staff members attended each of the online meetings. The focal topic of the meetings was how services are being delivered in the pandemic and how partners can better integrate services. “Moving Up!”, a hybrid event for youth, is scheduled in October based upon the discussions at these meetings. [Event flyer](#)

Services Delivered by Function: Business Services

[Hire Lake County](#) was initially developed in response to 2K layoffs in July. Due to its popularity, this page has become a permanent part of the Job Center page and currently features 28 local employers from a wide variety of jobs.

An outdoor recruitment event was held at the **Legacy Reentry Foundation** in partnership with the College of Lake County & Workforce Development on August 19 with 6 employers. 14 local residents attended.

The **Lake County Job and Resource Fair for Individuals with Disabilities** was held outside on August 25. A total of 26 individuals visited the job fair including a group of students from the Lake Forest High School Transitional program. The event was co-sponsored by IDES, Workforce Development, DHS, the Independence Center, Waukegan Park District, Waukegan Public Library, and Goodwill Great Lakes. [Event flyer](#)

Over 70 individuals attended the **Virtual Job Expo** featuring 10 employers on September 17. The Expo was developed by Workforce Development and IDES representatives in partnership with the office personnel of Representative Mayfield and Senator Schneider. Employers included Pace Suburban Bus, DCFS, DHS, Goodwill Great Lakes, Aramark, Huntington Resource, SAI Infusion, Ruprecht Company, Impact Networking LLC, HydraForce Inc., and CISCO. The event is archived here: [\(18\) Facebook Live | Facebook](#)

Members of the public and all Job Center partners were invited to an **IT Industry Snapshot** on September 15 that featured speakers from CDW and a report from Account Executive Wilson Giraldo regarding IT trends, labor market information, and career pathways. A total of 22 individuals attended including a representative from the Legacy Reentry Foundation and Grant High school. [Event flyer](#)