



**Finance and Compliance Committee Meeting**  
**Tuesday, May 24, 2022 at 8:00 AM**

- I. Call to Order**.....Andrew Warrington, Committee Chairman
- II. Public Comment**
- III. Chairman’s Report**.....Andrew Warrington
- IV. Consent Agenda**
  - Approve**
    - Finance and Compliance Committee Meeting Minutes from February 2022. [Attachment A](#)
  - Accept**
    - Accept the Workforce Innovation & Opportunity Act PY21 Revised Allocations in the amount of \$139,211 [Attachment B](#)
- V. Finance**
  - Lake County Workforce Development Grant Reports
    - Grant Expenditure Report [Attachment C](#)
    - PY20 and PY21 Workforce Program Funding [Attachment D](#)
    - PY 21 Contract Report
- VI. Compliance**
  - WIOA Title IB PY 2020 Performance Assessments - SAM Results
  - DCEO Program and Fiscal Joint Monitoring scheduled for May 23, 2022
  - WIOA Youth Formula Grant Plan Report [Attachment E](#)
- VII. Upcoming Board & Committee Meetings**
  - Finance and Compliance Committee Meeting – Tuesday, June 21, 2022 at 8:00 AM
  - Workforce Development Board Meeting – Thursday, June 23, 2022 at 8:00 AM
- VIII. Adjournment**



Finance and Compliance Committee Meeting
Tuesday, February 22, 2022 at 8:00 AM
Minutes

Zoom Meeting URL:

https://us06web.zoom.us/j/89768794501?pwd=U0Z4OVpUMUpSRIRWSTR0R0Y3eXNMdz09

Present: Andrew Warrington, Tim Dempsey, Kathy Nellis, Michael Darling, Jennifer Serino

Absent: Kim Wimer

I. Call to Order.....Andrew Warrington, Committee Chairman

The meeting was called to order at 8:02 a.m.
A roll call was taken.
A quorum was present.

II. Public Comment

No public comment.

III. Chairman’s Report.....Andrew Warrington

Nothing to Report.

IV. Consent Agenda

Approve

- Finance and Compliance Committee Meeting Minutes from November 2021. Attachment A

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

Action: Member Dempsey motioned to approve the Consent agenda. The motion was seconded by Member Serino.

No discussions or corrections.

*A roll call vote was taken. Motion carried.*

## **V. Compliance**

- Lake County Workforce Development Peer to Peer Review Program  
Presenter: Daisy Arizmendi, Career Specialist,  
Lake County Workforce Development

*Daisy Arizmendi, Career Specialist with Lake County Workforce Development introduced Peer-to-Peer review components. A few goals are for program education sharing among team members, better transfer of activities with customers, develop continuous improvement guidelines and implement best practices for WIOA files and lines of service.*

*Peer review will occur semi-annually on the 1<sup>st</sup> day of the month. Peers will rotate semi- annually. The Adult and Youth programs will each review two files. Annual DCEO Technical Assistance training will occur yearly. Any findings will be reported to the Career Specialist Leads for each program.*

*The Peer-to-Peer outcome successes would be no findings or limited findings which can be addressed prior to the information being identified by the State Monitors. The Career Specialists are doing an exceptional job already but there is always room for continuous improvement.*

- PY20 WIOA Youth Formula Grant Plan Report [Attachment D](#)

*The Youth Program Administration expenditure rate has been slow to obligate. Expenditures are projected to increase in the next 4 months beginning with the New Ways to Work contract.*

*The Career Crossroads Program has 5 of 6 high schools participating in the Youth Summer Employment Program. The high schools participating are Grant, Round Lake, Grayslake, and North Chicago. Each high school will need to sign a MOU. Youth enrollment numbers are trending low. Youth Job Readiness stipends and supportive services are anticipated in the next 60 days.*

## **VI. Finance**

- Lake County Workforce Development Grant Reports
  - Grant Expenditure Report
  - PY21 Workforce Program Funding
  - PY 21 Contract Report

[Attachment E](#)  
[Attachment F](#)  
[Attachment G](#)

*The WIOA Grant Expenditure compliance goals for PY21 are on target to meet the Compliance goals and obligation of funds. There was notification of additional funds for adults.*

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

- Finance and Compliance Committee Meeting – Tuesday, April 28, 2022 at 8:00 AM
- Workforce Development Board Meeting – Thursday, April 26, 2022 at 8:00 AM

*Both meetings are planned to be held in person a location to be determined.*

## **VIII. Adjournment**

*Member Dempsey motioned to adjourn the meeting. Member Nellis seconded the motion.*

*Meeting was adjourned at 8:46a.m.*



May 24, 2022

**Action:**

Accept the Workforce Innovation & Opportunity Act PY21 Revised Allocations in the amount of \$139,211.

**WIOA PY21 Title I Revised Allocations**

The State of Illinois has issued revised formula allocations for PY21 for the Dislocated Worker funding stream under Title I of the Workforce Innovation and Opportunity Act (WIOA).

Lake County is receiving a total restoration allocation in the amount of \$139,211.

<b>Funding Type</b>	<b>PY21 Allocation</b>	<b>PY21 Revised Allocation</b>	<b>+/-</b>
Adult	\$1,595,452	\$1,595,452	\$0
Dislocated Worker	\$1,787,419	\$1,926,630	\$139,211
Youth	<u>\$1,687,667</u>	<u>\$1,687,667</u>	<u>\$0</u>
	<b>\$5,070,538</b>	<b>\$5,209,749</b>	<b>\$139,211</b>

**Lake County Workforce Development Board  
Grant Expenditure Report March 31, 2022**

**Workforce Development Grant Expenditure Report**

**Workforce Innovation and Opportunity Act Grant**

<b>Youth - Adult - Dislocated Worker PY'21 Grant (July 2021 - June 2023)</b>	<u>Cost Category</u>	<u>Allocation</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
	Administration	507,052	280,001		55.2%
	Youth	1,518,901	1,123,636	247,909	90.3%
	Adult	1,435,907	1,156,129	63,881	85.0%
	Dislocated Worker	1,608,678	1,257,979	263,408	94.6%
	Total	<u>5,070,538</u>	<u>3,817,746</u>	<u>575,198</u>	<u>86.6%</u>

WIOA Compliance		
	Goal	%Budget
YOS	75%	66%
W/E	20%	17%
Training	50%	55%
Cost/Ob	80%	86.6%

**Workforce Innovation and Opportunity Act Grant**

<b>Youth - Adult - Dislocated Worker PY'20 Grant (July 2020 - June 2022)</b>	<u>Cost Category</u>	<u>Allocation</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
	Administration	676,363	630,633		93.2%
	Youth	1,886,737	1,377,015		73.0%
	Adult	1,783,624	1,682,571		94.3%
	Dislocated Worker	2,416,917	2,068,571		85.6%
	Total	<u>6,763,641</u>	<u>5,758,789</u>	<u>-</u>	<u>85.1%</u>

WIOA Compliance		
	Goal	%Budget
YOS	50%	63%
W/E	20%	31%
Training	50%	56%
Cost/Ob	100%	85.1%

**WIOA Opioid Grant - Dislocated Worker Training Grant  
(October 2019 - June 2022)**

<u>Cost Category</u>	<u>Budget</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
Total Budget	<u>211,532</u>	<u>207,519</u>		<u>98.1%</u>

**Trade Act Grant (TAA)**

<b>(October 2021 - September 2022)</b>	<u>Cost Category</u>	<u>Budget</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
	Total Budget	<u>32,907</u>	<u>5,286</u>		<u>16.1%</u>

**WIOA Disaster Employment Relief Grant - Contact Tracers  
(June 2020 - March 2023)**

<u>Cost Category</u>	<u>Budget</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
Total Budget	<u>1,223,650</u>	<u>999,962</u>		<u>81.7%</u>

**WIOA Employment Recovery Grant - Dislocated Worker Training Grant  
(June 2020 - March 2023)**

<u>Cost Category</u>	<u>Budget</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
Total Budget	<u>298,011</u>	<u>249,467</u>		<u>83.7%</u>

**WIOA Regional Team Training and Professional Development Grant  
(June 2020 - March 2023)**

<u>Cost Category</u>	<u>Budget</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
Total Budget	<u>166,005</u>	<u>132,347</u>		<u>79.7%</u>

**WIOA Dislocated Worker Project Navigator and Supportive Services  
(June 2021 - December 2022)**

<u>Cost Category</u>	<u>Budget</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
Total Budget	<u>325,000</u>	<u>99,622</u>		<u>30.7%</u>

**WIOA Dislocated Worker Incumbent Worker Industrial Manufacturing Technician Grant  
(June 2021 - December 2022)**

<u>Cost Category</u>	<u>Budget</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
Total Budget	<u>156,454</u>	<u>-</u>		<u>0.0%</u>

**WIOA Dislocated Worker Career Grant  
(December 2021 - August 2023)**

<u>Cost Category</u>	<u>Budget</u>	<u>0</u>	<u>Obligations*</u>	<u>Percentage</u>
Total Budget	<u>528,500</u>	<u>20,376</u>	<u>156,848</u>	<u>33.5%</u>

Certified costs for March 2022 reported on April 20, 2022. Obligations reported quarterly.

Lake County Workforce Development Board  
 Executive Committee  
 Expenditure Oversight Annual Report  
 Q3 PY21  
 July 1, 2021 - June 30, 2022

WIOA Youth Program		
Contractor	Contractual Amt	Expended Amt
EMPLOYEE CONNECTIONS	100,000	32,741
COMMUNITY WORKS	100,000	65,009
FIRST INSTITUTE	100,000	39,732
NCCHS	86,528	13,207

Individual Training Account		
Training Provider	Contractual Amt	Expended Amt
KOTRA TRUCK DRIVING SCHOOL	196090	156800
MICROTRAIN TECHNOLOGIES	165123	151289
MANAGEMENT & INFORMATION TECHNOL	152550	152550
160 DRIVING ACADEMY	148220	135785
NORTH SHORE COLLEGE	143133	127387
COLLEGE OF LAKE COUNTY	112702	34759
IT EXPERT SYSTEM, INC	71000	71000
GREAT PARAGON HEALTH SERVICES, INC	56100	41100
STATE CAREER COLLEGE	54600	40500
SYMBOL JOB TRAINING INC	49750	49750
COMPUTER TRAINING SOURCE	49000	49000
CHICAGO PROFESSIONAL CENTER	35000	35000
FIRST INSTITUTE	15025	15025
COMNET	14000	14000
CODING TEMPLE INC	14000	14000
AMERICARE TECHNICAL SCHOOL	10880	4690
INTERNATIONAL TRAINING ACADEMY	10000	10000
NORTHEASTERN ILLINIOS UNIVERSITY	8450	8450
HARPER COLLEGE	7981	1021
ECONSULTING GROUP INC	7000	7000
FIRST INSTITUTE TRAINING & MANAGEME	6855	6855
EASTERN ILLINOIS UNIVERSITY	6547	6547
NORTH SHORE DENTAL ASSISTING ACADI	6440	6440
MILDUN TRAINING CNTR	6000	6000
BULLDOG DRIVING SCHOOL	5000	5000
VIKING DRIVING SCHOOL, INC	4940	4940
ABLE CAREER INSTITUTE	4500	0
EAGLE TRAINING SERVICES INC	4500	4500
WOLF DRIVING SCHOOL	4345	4345
AMBRIA COLLEGE OF NURSING	2845	2845
MORTON COLLEGE	1895	1895
OAKTON COMMUNITY COLLEGE	559	559

WE Program		
Employer	Contractual Amt	Expended Amt
SALEM STAFFING		
LCWD	232,520	180,490
COMMUNITY WORKS	112,738	75,375
CITY OF WAUKEGAN	83,605	54,745
A CHILDS PLACE	70,083	52,269
YOUTHBUILD	66,210	32,328
CONSUMER CREDIT UNION	31,870	8,632
SWEET BELLY INC	31,870	11,407
ELANI COOKIE	31,030	22,065
T5 HAIR DESIGN	28,050	9,893
GREATER WAUKEGAN DEVELOPM	25,500	6,462
STATE CAREER SCHOOL	25,500	10,360
CB MILLS	23,460	8,293
TKG	22,070	15,189
WAUKEGAN HOUSING AUTHORITY	22,070	12,559
MANHARD CONSULTING	20,560	9,342
LIFESTYLE HOME REALTY	19,520	-
YCC	18,250	12,930
ALLIED HEATING AND COOLING	15,300	1,374
LAKE COUNTY TECH HUB	12,950	12,405
UMMA CENTER	12,428	3,728
ADAM AUTO BODY	10,200	832
TOP LINE TRANSPORTATION	54,000	32,544
SAI INFUSION TECHNOLOGY	52,650	13,207
IT EXPERTS	51,000	26,680
HORIZON BENEFIT SERVICES	20,000	11,520
DR. HARAG	16,000	13,840

OJT Program		
Employer	Contractual Amt	Expended Amt
IT EXPERT	34,200	12,148
CB MILLS - CHICAGO BOILER	25,050	4,133
THERMOHELP	16,200	16,200
SAI INFUSION	15,750	6,641

IWT Program		
Employer	Contractual Amt	Expended Amt
HYDRAFORCE INC	32,200	-
EIRICH	20,925	-
PEER CHAIN TECHNOLOGIES	20,925	-
JQL TECHNOLOGIES	15,625	-
DOMENY TOOL	5,000	-

WIOA Youth Plan July 2021- June 2022

	Totals	March Benchmark	March Actuals	June Projections	
<b><u>Total Funds Available</u></b>	<b><u>\$2,283,927</u></b>	<b><u>\$1,497,357</u></b>	<b>66%</b>	<b>90%</b>	
<b>Youth Program Administration</b>					
<b>WDD Personnel &amp; Operations</b>	\$1,061,272	75%	<b>71%</b>	68%	
New Ways to Work Contract	\$50,000	100%	87%	100%	
<b>Youth Service Delivery Strategies</b>					
<b><u>Career Pathways Program</u></b>	\$386,528	75%	<b>52.0%</b>	90%	Projected expenditure increase in next 4 months
Enrollments	60	75%	86.7%	98%	
<b><u>Career Crossroads – High Schools</u></b>	\$152,000	25%	<b>8.1%</b>	26%	
<b>High School signed MOUs</b>	4	100%	<b>66.7%</b>	67%	4 of 6 High schools are currently participating impacting projected expenditures and enrollment
<b>Enrollments</b>	32	100%	<b>46%</b>	63%	High school enrollment numbers trending low impacted projected expenditures
<b><u>Occupational Training – ITAs</u></b>	\$150,000	50%	156%	156%	
Enrollments	40	50%	138%	138%	
<b><u>Work-based Training – wages</u></b>	\$200,000	70%	121%	121%	
Enrollments	17	100%	113%	113%	
<b><u>Program Elements</u></b>	\$80,000	75%	<b>14.0%</b>	50%	Youth stipends and supportive services expenditures are trending low. Purchase of program element services/tools anticipated in the next 60 days.
Job Readiness Stipends/Support Services	48	100%	100%	100%	
<b>Outsourced services MOUs</b>	4	100%	<b>0%</b>	50%	Purchase of program element services/tools anticipated in the next 60 days.
					Not Meeting
					On Track
					Trending Low

**July 2021- June 2022**  
**Quarterly Benchmarks**  
**Cummulative July 2021 - March 2021 (preliminary)**

	Budget	Sept 2021		21-Dec		22-Mar	
<u>Total Funds Available</u>	<u>\$2,283,927</u>						
WIOA PY21 Grant Funds	\$1,518,900	<b>Benchmarks</b>		<b>Benchmarks</b>		<b>Benchmarks</b>	
WIOA PY20 Grant Funds	\$765,027	<b>Final #'s</b>	<b>Actual %</b>	<b>Final #'s</b>	<b>Actual %</b>	<b>Final #'s</b>	<b>Actual %</b>
<b>WDD Personnel &amp; Operations</b>	<b><u>\$1,061,272</u></b>		<b>20%</b>		<b>50%</b>		<b>75%</b>
Expenditures		\$183,485	17%	\$513,372	48%	\$751,709	71%
<b>Intermediary Consultant</b>	<b><u>\$50,000</u></b>		<b>0%</b>		<b>75%</b>		<b>100%</b>
New Ways to Work		\$	-	\$43,300	87%	\$43,300	87%
<b>Career Pathways Program</b>	<b><u>\$386,528</u></b>		<b>10%</b>		<b>40%</b>		<b>75%</b>
First Institute	\$100,000	\$3,843	4%	\$29,184	29%	\$46,406	46%
Community Works	\$100,000	\$17,064	17%	\$46,063	46%	\$65,009	65%
Employee Connections	\$100,000	\$9,702	10%	\$47,061	47%	\$63,100	63%
North Chicago High School	\$86,528	\$2,325	3%	\$13,207	15%	\$28,894	33%
<b>Career Crossroads</b>	<b><u>\$152,000</u></b>		<b>0%</b>		<b>0%</b>		<b>25%</b>
Grayslake Central HS	\$18,000	\$0		\$0	0%		0%
Grayslake North HS	\$18,000	\$0		\$0	0%		0%
Grant Community HS	\$15,000	\$0		\$0	0%		0%
North Chicago HS	\$15,000	\$0		\$0	0%		0%
Round Lake Area HS	\$40,000	\$0		\$6,150	15%	\$12,277	31%
	<b>Unobligated</b>						
	<b><u>\$46,000</u></b>						
<b>Occupational Training – ITAs</b>	<b><u>\$150,000</u></b>		<b>25%</b>		<b>50%</b>		<b>85%</b>
Expenditures & Obligations		\$85,966	57%	\$ 104,176	69%	\$ 233,278	156%
<b>Work-based Training – wages</b>	<b><u>\$200,000</u></b>		<b>20%</b>		<b>70%</b>		<b>100%</b>
Expenditures & Obligations		\$198,361	99%	\$ 225,422	113%	\$ 242,094	121%
<b>Program Elements</b>	<b><u>\$80,000</u></b>		<b>5%</b>		<b>25%</b>		<b>75%</b>
Job Readiness Stipends		\$0		\$ 50		\$ 200	
Supportive Services				\$ 10,041		\$ 11,291	14%
Outsourced services - MOUs							
<b><u>Planned Expenditures/Obligations</u></b>	<b><u>\$2,079,800</u></b>	<b><u>\$500,745</u></b>		<b><u>\$1,038,026</u></b>		<b><u>\$1,497,557</u></b>	
		24%		50%		72%	



Youth Program Outcomes  
Lake County Workforce Development Board  
Thursday, February 24, 2022

**July 2021- June 2022**  
**Quarterly Benchmarks**

**Cummulative July 2021 - March 2021 (preliminary)**

	Plan	Sept 2021			21-Dec		22-Jan		22-Feb		22-Mar		22-Apr		22-May		22-Jun
		Actual	Actual %	Benchmark	Actual	Actual%	Actual	Actual %	Actual	Actual %	Actual	Actual %	Benchmark	Benchmark	Benchmark	Benchmark	
<b>Career Pathways Program</b>	<b>60</b>		<b>60%</b>	60%		<b>75%</b>					<b>100%</b>						
First Institute	15	0	<b>0%</b>		5	33%	5	33%	5	<b>33%</b>	5	<b>33%</b>	10	67%	10	67%	<b>0%</b>
Community Works	15	6	<b>40%</b>		14	93%	14	93%	15	100%	15	100%	15	100%	15	100%	<b>0%</b>
Employee Connections	15	2	<b>13%</b>		11	73%	12	80%	14	<b>93%</b>	16	107%	16	107%	16	107%	<b>0%</b>
North Chicago High School	15	0	<b>0%</b>		16	107%	16	107%	18	120%	18	120%	18	120%	18	120%	<b>0%</b>
<b>Career Crossroads</b>	<b>45</b>		<b>50%</b>	50%													
Grayslake Central HS	10	0	<b>0%</b>		8	80%	8	80%	8	<b>80%</b>	8	<b>80%</b>	8	80%	8	80%	<b>0%</b> Enrollment is complete
Grayslake North HS	15	0	<b>0%</b>		9	60%	9	60%	9	<b>60%</b>	9	<b>60%</b>	9	60%	9	9%	<b>0%</b> Enrollment is complete
Grant Community HS	10	0	<b>0%</b>		6	60%	6	60%	6	<b>60%</b>	6	<b>60%</b>	6	60%	6	6%	<b>0%</b> Enrollment is complete
North Chicago HS	0	0	<b>0%</b>		0	0%	0	0%	0	<b>0%</b>	0	<b>0%</b>	0	0%	0	0%	<b>0%</b> No longer participating
Round Lake Area HS	10	0	<b>0%</b>		8	80%	8	80%	9	<b>90%</b>	9	<b>90%</b>	9	90%	9	90%	<b>0%</b> Enrollment is complete
<b>Occupational Training – ITAs</b>			<b>25%</b>	25%							85%		85%				
Workforce Development	<b>40</b>	24	60%		41	103%	63	158%	70	175%	55	138%	83	208%	83	208%	<b>0%</b>
<b>Work-Based Training</b>			<b>20%</b>	20%													
Workforce Development	<b>15</b>	9	60%		12	80%	15	100%	16	107%	17	113%	19	127%	19	127%	<b>0%</b>
<b>Program Elements</b>			<b>10%</b>	10%													
Stipends/Support Services	<b>40</b>	7	<b>18%</b>		40	100%	44	110%	48	<b>120%</b>	48	<b>120%</b>	0%		0%	<b>0%</b>	