



Meeting Agenda

Thursday, September 22, 2022

8:00 AM - 9:15 AM

College of Lake County's Advanced Technology Center (ATC)

The College of Lake County will offer tours of the ATC prior to the meeting starting at 7:30AM.

I. Meeting Opening

1. Call to Order.....Kim Wimer, Chairwoman
2. Public Comment

II. Chairwoman's Report

1. Workforce Development Month
 - o Illinois Workforce Partnership Awards
 - o Lake County Board Special Recognitions
 - o Honoring September 2022 as Workforce Development Professionals Month.
 - o Ashanti Ross for her contributions and dedication to serving others within the Workforce Development industry.

III. Consent Agenda

Approve:

- June 2022 Board Meeting Minutes [Attachment A](#)

Review

- DCEO Program and Fiscal Joint Monitoring Response [Attachment B](#)
- Lake County Workforce Development Grant Reports
 - Grant Expenditure Report [Attachment C](#)
 - WIOA Youth Plan Report [Attachment D](#)

IV. College of Lake County's Advanced Technology Center Welcome and Introduction

Jon Hardbarger, Director, Advanced Technology Center

V. Lake County Manufacturing Panel and Discussion [Attachment E](#)

John Castillo, Director of Operations, Domeny Tools and Stamping Company
Rocio Arreola-Escutia, Human Resources Director, Eirich Machines
Jennifer Robbins, Senior Human Resources Manager, HyrdaForce

VI. Updates and Information

1. Lake County Regional Office of Education Update
Dr. Michael Karner, Superintendent of Schools
2. Lake County Workforce Development Board's Equity Task Force
Dr. Carlotta Roman, Chairwoman

VII. Upcoming Board Meeting

1. Workforce Development Board Meeting – November 17th, 2022, at 8:00 AM

VIII. Adjournment



Jennifer Serino
Director

1 North Genesee Street, 1st Floor
Waukegan, Illinois 60085
Phone 847-377-2224

September 12, 2022

Tamika Chism
Fiscal/Programmatic Monitoring Manager
Office of Employment and Training
Tamika.Chism@Illinois.gov

Dear Ms. Chism:

This letter summarizes the responses and corrective actions taken to date by Lake County and the Lake County Workforce Development Department in response to the DCEO letter dated August 12, 2022 summarizing the findings of the combined fiscal and programmatic monitoring. DCEO conducted a virtual review to monitor compliance with the Workforce Innovation and Opportunity Act, the Trade Act and its amendments and other applicable rules, regulations, and policies. The period reviewed during this monitoring was May 1, 2021 through March 31, 2022.

Fiscal Monitoring Results:

Finding #1

The same individual is preparing, verifying, and approving the monthly bank reconciliations.

Corrective Action #1

Management must review, date, and sign the bank reconciliation indicating their approval.

Lake County Workforce Development Response Finding #1

In April 2022, bank reconciliation duties were transferred from the Treasurer's Office to the Finance Department to create efficiencies and to improve internal controls. The bank reconciliation process has changed to the Finance Department completing the bank reconciliations. In Finance, the Accountant III prepares the monthly bank reconciliation; and the Deputy Finance Director reviews and approves the bank reconciliation.

Lake County Workforce Development Response Finding #1 Attachment

- Lake County Bank Reconciliation Tracking Form
- Lake County March 2022 final main cash account bank reconciliation
- Copy of the email showing the bank reconciliation supporting documentation has been sent to DCEO in a separate email.

Finding #2

Disputed items, unidentified receipts, NSF checks, checks charged back by banks, and similar items subject to normal receipts control are not received and investigated by persons independent of preparation of deposits and posting of accounts receivable detail. This is a violation of the Uniform Guidance at 2 CFR 200.303. Inadequate segregation of duties results in inadequate safeguarding of assets.

Corrective Action #2

Disputed items, unidentified receipts, NSF checks, checks charged back by banks, and similar items subject to normal receipts control must be received and investigated by persons independent of preparation of deposits and posting of accounts receivable detail.

Lake County Workforce Development Response Finding #2

Effective April 2022, the bank reconciliation process has changed, and the Finance Department has taken over completing the bank reconciliations. Finance continues to review the bank reconciliation process to ensure the review of adequate segregation of duties is in place throughout the monthly accounting/reconciliation process. The review of reconciling items such as disputed items, unidentified receipts, NSF checks, etc. are investigated and researched independent of the person responsible for posting the accounts receivable detail.

Programmatic Monitoring Results:

Component: 2 – Program

Element: E - Training Services - Youth, Adult, Dislocated Worker

Finding #3

The case management records for the participants listed below have identified data validation and/or other technical reporting issues in the case file or the Illinois Workforce Development System.

Kirk, Daniel H XXX-XX-3655 – Customer has an open service line for Occupational Skills Training but according to case notes customer was no longer attending as of 3/31/2022.

Sanford, Sydney XXX-XX-2150 - Occupational Skills Training service records should show an Unsuccessful Completion. No verification was in file or case notes.

Brewer, Louis XXX-XX-3759 - Unclear if customer is still in training. Training end date on IEP is 1/27/2022 yet there is no IEP update to indicate if the customer is in training still.

Corrective Action #3

The grantee must review the case management records for each of the identified participants and make the appropriate corrections to IWDS or the customer files.

Lake County Workforce Development Response Finding #3

Lake County Workforce Development reviewed the case management records for each of the identified participants and appropriate corrections to IWDS and the customer file have been complete.

Lake County Workforce Development Response Finding #3 Attachment

- Participant status update and IWDS screen shots

Finding #4: There is no documentation that meaningful 2-way communication is occurring with the participant within a 90-day timeframe.

Kent, Jevonte T XXX-XX-5844 - Two-way communication was not documented between 6/23/2021 and 11/17/2021.

Olajubutu, Omolola XXX-XX-1178 - The last documented case note that indicated the case manager had direct contact with the customer was dated 1/25/2022. There does not appear to be any contact since this time.

Sanford, Sydney XXX-XX-2150 - Two-way communication did not occur between 2/25/2020 and 7/6/2020, and then no communication was documented after 10/2/2020.

Corrective Action #4: The LWIA must provide documentation that meaningful 2-way communication is occurring with the participant within a 90-day timeframe.

Lake County Workforce Development Response Finding #4

Lake County Workforce Development reviewed the files and have documented meaningful 2-way communication that has occurred with the participant or where communication did not occur, the participant has been exited.

Lake County Workforce Development Response Finding #4 Attachment

- Participant status update and IWDS screen shots

Trade Adjustment Assistance – Programmatic Monitoring Results:

Component: 2 - Program

Element: E - Training Services - Trade

Finding #5: The case management records for the participants listed below have identified data validation and/or other technical reporting issues in the case file or the Illinois Workforce Development System.

Albiter, Constantino XXX-XX-0406 - Test dates on hard copy did not match the test dates in IWDS. IWDS lists the report date of 7/25/2019. The test dates are 7/24/2019.

Corrective Action #5: The grantee must review the case management records for each of the identified participants and make the appropriate corrections to IWDS or the customer files.

Lake County Workforce Development Response Finding #5

Lake County Workforce Development has reviewed the IWDS records for the participant and has updated the test dates to reflect the actual test dates of 07/24/2019.

Lake County Workforce Development Response Finding #5 Attachment

- Participant status update and IWDS screen shots

Finding #6: Credentials were not entered in IWDS upon completion of training or receipt of a credential for the following customer(s):

Vijayaraghavan, Raman XXX-XX-9916 - Certificates of completion for the following courses have not been documented in IWDS: Lean Principles (completed 5-11-21), Lean Six Sigma Green Belt (completed 3-16-21).

Corrective Action #6: For each identified customer, the entity must enter the credentials earned into IWDS.

Lake County Workforce Development Response Finding #6

Lake County Workforce Development has entered the credentials earned for the identified customer.

Lake County Workforce Development Response Finding #6 Attachment

- Participant status update and IWDS screen shots

Thank you to you and the team for working and supporting our team with this monitoring review. If there should be any follow-up or questions, please contact Jennifer Serino at 847-377-2224 or Demar Harris at 847-377-3423.

Sincerely,



Jennifer Serino
Director

- cc: Sandy Hart
Kimberly Wimer
Demar Harris
Emily Mitchell
Patrice Sutton
Jennifer Everett
Levi Beerup
Marvin Anderson
Matthew Hillen
Eric Bennett
Chelsea Qualls
Kelly Lapetino

Lake County Workforce Development Board
Grant Expenditure Report July 31, 2022

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
	Administration	507,052	475,711		93.8%
	Youth	1,518,901	1,274,059		83.9%
	Adult	1,435,907	1,346,920		93.8%
	Dislocated Worker	1,608,678	1,378,238		85.7%
	Total	5,070,538	4,474,928	-	88.3%

WIOA Compliance		
	Goal	%Budget
YOS	75%	70%
W/E	20%	28%
Training	50%	66%
Cost/Ob	80%	88.3%

Workforce Innovation and Opportunity Act Grant

Youth - Adult - Dislocated Worker PY'20 Grant (July 2020 - June 2022)	Cost Category	Allocation	Certified Costs	Obligations*	Percentage
	Administration	676,363	676,363		100.0%
	Youth	1,886,737	1,886,737		100.0%
	Adult	1,783,624	1,783,624		100.0%
	Dislocated Worker	2,416,917	2,416,917		100.0%
	Total	6,763,641	6,763,641	-	100.0%

WIOA Compliance		
	Goal	%Budget
YOS	50%	89%
W/E	20%	33%
Training	50%	56%
Cost/Ob	100%	100.0%

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

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

**Trade Act Grant (TAA)
(October 2021 - September 2022)**

Cost Category	Budget	Certified Costs	Obligations*	Percentage
Total Budget	32,907	14,236		43.3%

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

Cost Category	Budget	Certified Costs	Obligations*	Percentage
Total Budget	1,223,650	1,065,556		87.1%

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

Cost Category	Budget	Certified Costs	Obligations*	Percentage
Total Budget	298,011	256,023		85.9%

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

Cost Category	Budget	Certified Costs	Obligations*	Percentage
Total Budget	166,005	154,491		93.1%

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

Cost Category	Budget	Certified Costs	Obligations*	Percentage
Total Budget	325,000	155,544		47.9%

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

Cost Category	Budget	Certified Costs	Obligations*	Percentage
Total Budget	156,454	-		0.0%

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

Cost Category	Budget	Certified Costs	Obligations*	Percentage
Total Budget	528,500	256,313	156,848	78.2%

Certified costs for July 2022 reported on Aug 20, 2022. Obligations reported quarterly.

PY'21 WIOA Youth Plan Outcome

Lake County Workforce Development Board submitted a waiver request for the PY'20 WIOA Title IB Youth formula grant in June 2021 based on the projection that Workforce Development would not meet the required 80% expenditure/obligation rate for the PY20 WIOA Formula Grant. The PY'20 WIOA Title IB Youth formula grant had an expenditures and obligations projections of budget of **64%** \$1,209,317/\$1,886,737.

Multiple variables contributed to this shortfall and impacted the network of workforce development youth programs including a 47.6% increase in the PY'20 Youth Formula grant, high schools remaining remote, industries not opening doors to work-experiences, and young people able to find entry-level work at a good wage and not interested in program elements. These variables contributed to lower enrollments and lower expenditures/obligations for all of PY20 although, in the fourth quarter of PY'20, enrollments and obligations showed an increase, and the youth plan took this activity into consideration.

The Youth Plan delivered to multiple programs and systems with the overall goal to increase recruitment and enrollment of WIOA eligible high school students and opportunity youth and deliver a more comprehensive set of system-wide program elements to assist the youth to successfully transition to employment and/or post-secondary education.

In addition to a focus on program enrollments and elements, the Youth Plan included WDB hiring a consultant to assess the current state of the youth programs and youth workforce development system and recommend immediate and long-term continuous improvement strategies.

Program Administration

- Overall plan outcomes were achieved.
 - Increased number of participants
 - Increased spending in direct participant services
 - Budgets were shifted to ITAs and work-experience mid-year to ensure spending
- Youth Refresh Report was complete and published by the Workforce Development Board.
- The Workforce Development Board initiated a Youth Taskforce.
- Data gathering and reporting need to be accurate and timely.

Program Models

- Program models developed prior to 2020 are not as effective in this changing workforce environment.
- Improve processes in order to serve a greater number of diverse youth and create greater access.
- Improve service & partner integration including co-enrollments across funding streams, partners, programs.
- Ensure data collection and outcome reporting is at the frontline and timely.
- MOUs are effective tools to engage high schools, agencies in program delivery.
- In-School Youth programs may not align with WIOA Performance Measures.

Program Delivery

- ITAs are effective – especially short-term training programs leading to credentials, such as CDL.
- More industry partners are needed to build youth career exploration and mentoring programs.
- Serving youth in cohorts is effective and beneficial.

Outreach and Enrollment

- System-wide outreach and recruitment plan needs to be developed and implemented.
- Points of entrance can be better defined for the youth and agencies.
- Streamlined and abbreviated eligibility and assessment leads to increased participation.
- Employment and career interest inventories need to be part of the initial assessment.

Services to Youth

- Higher wage, entry-level jobs are available for opportunity youth.
- Youth are not as interested in virtual services.
- More mentoring is needed to reinforce wrap around services and better support the Family Centered Coaching approach.

Youth Plan	July 2021- June 2022 Plan	July 2021- June 2022 Actuals	Plan vs. Actual Variance	Total Funds Available 7/1/2022
Total Funds Available	\$2,283,927	\$1,933,346		\$1,709,577
WIOA PY22 Grant Funds				\$1,358,996
WIOA PY21 Grant Funds	\$1,518,900	\$1,168,319		\$350,581
WIOA PY20 Grant Funds	\$765,027	\$765,027		
Youth Program Administration				
WDD Personnel & Operations – including contingent workers	\$1,033,878	\$889,733	86%	
Intermediary – Consultant	\$50,000	\$50,000	100%	
Youth Service Delivery Strategies				
Career Pathways Program	\$386,528	\$376,216	97%	
4 subrecipients	4	4	100%	
Enrollments	60	59	98%	
Career Crossroads – High Schools, staffing and youth cash incentives	\$152,000	\$25,357	17%	
High Schools	6	4	67%	
Enrollments	70	32	46%	
Occupational Training – ITAs	\$150,000	\$253,666	169%	
	40	61	153%	
Work-based Training – wages	\$200,000	\$325,580	163%	
Interns	15	25	167%	
Program Elements	\$80,000	\$12,793	16%	
Job Readiness Stipends/Support Services	40	51	128%	
Outsourced services MOUs	4	0	0%	
Planned Expenditures/Obligations				
	\$2,052,406	\$1,933,346	94%	
>/= 80% for compliance	89.9%	84.7%		



Lake County Manufacturing Panel and Discussion September 22, 2022

Summary

The Incumbent Worker Training (IWT) program is a grant funding resource, helping to off-set a portion of skills-based training costs for incumbent (existing) workers. Businesses must demonstrate training will increase the worker's skill-level, result in a promotion, or wage gain, or expand their business market/increase business revenue, with the intent of preserving existing jobs.

Local employers are finding it difficult to fill their vacant positions. This is not a short-term issue. About 4 million US workers have left the job market since Covid-19, in addition to early retirement during the pandemic, and child-care needs as a barrier to employment. Even before the pandemic, the US was in a long-term labor shortage due to an aging workforce, low birth rates, restrictions on immigration, and difficulties automating many office jobs, according to The Conference Board and the US Census Bureau. Hiring new employees can be costly—more than \$4,000 per new hire, according to the Society of Human Resource Management. Training an employee, on the other hand, costs U.S. companies an average of \$1,111 per year, according to the 2020 Industry Training Report.

Panel Discussion

3 Companies that have participated in Board's Incumbent Worker Training Program was asked to participate in a panel discussion to share how IWT has benefited Employee Retention, Up-skilling, and mitigating risk due to the covid pandemic. Topics will include Cost Savings, Employee Retention & Development.

Dr. Andrew Warrington, Chief Executive Officer with [United Conveyor Corporation Environmental](#) and past Board Chairman will be the Panel Moderator.

Panel Representatives

Manufacturing Panel & IWT Board Presentation		
Company	Employee and Link to Bio	Title
Domeny Tool and Stamping Company	John Castillo	Director of Operations
Eirich Machines	Rocio Arreola-Escutia	Human Resources Director
HydraForce	Jennifer Robbins	Senior Human Resources Manager
