



Operations Committee

Meeting Agenda

Monday, October 17th, 2022, at 9:00 AM

Job Center of Lake County

1 North Genesee Street, Waukegan, IL 60085

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| I. Meeting Opening | 9:00 a.m. |
| 1. Call to Order..... Laura Crivlare, Chairwoman | |
| 2. Public Comment | |
| 3. Chairwoman’s Report..... Laura Crivlare | |
| • Welcome and Introductions | |
| • 2022 Service Provider of the Year Award – Lake County Workforce Development | |
| II. Consent Agenda | 9:10 a.m. |
| 1. Approve the May 2022 Operations Committee Meeting Minutes. | Attachment A |
| 2. Approve the 2023 Operations Committee Meeting Schedule. | Attachment B |
| 3. Review the LWIA 1 - Required Job Center of Lake County MOU Revisions. | Attachment C |
| 4. Review Job Center of Lake County’s quarterly report: July 2022 to September 2022. | Link |
| III. Job Center of Lake County Service Integration – Action Plan | 9:20 a.m. |
| 1. A Year in Review: PY21 Job Center Report | Link |
| 2. Job Center of Lake County Integration Events and Outcomes | |
| IV. Updates and Information | 9:40 a.m. |
| 1. Family Centered Coaching | |
| Speaker: Felicia Nixon-Gregory, Project Analyst, Lake County Workforce Development | |
| V. Upcoming Board & Committee Meetings | 9:55 a.m. |
| 1. Operations Committee Meeting – TBD | |
| 2. Lake County Workforce Development Board Meeting – Thursday, November 17 th , 2022 | |
| VI. Adjournment | 10:00 a.m. |



Operations Committee Meeting Minutes

Monday, May 9, 2022
Job Center of Lake County
1 North Genesee Street, Waukegan, IL 60085

Present: Laura Crivlare, Reni Mitkova, Arlene Santos-George, Jennifer Yonan, Edith Salinas, Heidi Semenek, Darryl Rader, Susan Feltz, Eva Lock; proxy Rason Grant, Jennifer Serino; proxy Demar Harris

Absent: Tameka Wilson, Hector Sanchez, Brittany Davis, Harris Lee, Suzanne Klauke

I. Call to Order Laura Crivlare, Chairwoman

*The meeting was called to order at 9:07 a.m.
Attendance was taken. A quorum was verified.*

II. Public Comment

No public comment.

III. Chairwoman’s Report Laura Crivlare

Welcome back committee members. This is the first Workforce Development committee meeting in-person 2020. Governor J.B. Pritzker lifted the moratorium prohibiting government meetings to be held in person. The LCWDB and committees will meet in-person going forward.

- 2022 Illinois WIOA Summit Update

Those who attended the summit said it was good. Most staff have attended virtually. Presentations include DEI, Financial Strategy, and the future budget of Workforce Development’s ability to provide services to more customers with less funding.

IV. Consent Agenda Items

Approve

- March 2022 Operations Committee Meeting Minutes [Attachment A](#)

Review

- The Lake County Workforce Development Success Newsletter
<https://www.lakecountyil.gov/DocumentCenter/View/45317/Success-Newsletter-Vol-22-Ed-1-PDF>
- The Workforce Brief
<https://www.lakecountyil.gov/DocumentCenter/View/45421/Workforce-Brief-Vol-22-Ed-2>

Action: Member Yonan made a motion to approve the Consent Agenda. Proxy Demar Harris seconded the motion.

No discussions or corrections.

All in favor. Motion carried.

V. Action Items:

1. Approve the Job Center of Lake County Memorandum of Understanding (MOU) PY22 and Budget. [Link A/Link B](#)

Action: Member Santos-George motioned to approve the Job Center of Lake County Memorandum of Understanding PY22 and Budget. Member Mitkova seconded the motion.

No discussions or corrections.

All in favor. Motion carried.

2. Approve the Memorandum of Understanding between Lake County Workforce Development Board, Lake County, the One-Stop Operator, Consortium (Illinois Department of Employment Security, the College of Lake County, Department of Human Rehabilitation Services, Division Health and Rehabilitation Services, and Lake County Workforce Development Department) in the amount of \$46,455.25. [Attachment B](#)

Federal legislation requires the services to be procured by the Workforce Development Board through a competitive selection process. Lake County re-released the Request for Proposals (RFP). One proposal was received. The agreement will replace the current contract and the new contract will be executed through June 30, 2025.

Action: Member Yonan motioned to approve the Memorandum of Understanding between the Lake County Workforce Development Board, Lake County, and the One-Stop Operator Consortium in the amount of \$46,455.25. Member Salinas seconded the motion.

All in favor. Motion carried.

3. Approve the Workforce Innovation and Opportunity Act (WIOA) Four-Year Plan for the Northeast Economic Development Region (2020-2024) Modifications. [Link](#)

Action: Proxy Demar Harris made a motion to approve Workforce Innovation and Opportunity Act (WIOA) Four-Year Plan for the Northeast Economic Development Region (2020-2024) modifications. Member Semenek seconded the motion.

No discussions or corrections.

All in favor. Motion carried.

4. Approve the Lake County Workforce Development Board WIOA Four-Year Local Plan (2020-2024) Modifications [Link](#)
Speaker: Eric Nordstrom, Career Specialist, Lake County Workforce Development

The four-year Local Plan modifications addresses the pandemic-related implications to Workforce Development services. The modifications of new services and elements created in direct response to the pandemic: Pre-existing elements have been updated for plan year 2020-2024. Virtualized services improved accessibility for customers.

The new 1E Grant is to assist women of color with returning to the labor force. Family Centered Coaching (FCC) initiative to better serve customers and their goals based in the context of the family. Revive Lake County team is planning for a new cohort at Lake County Jail in the Fall.

Action: Member Salinas motioned to approve the Lake County Workforce Development Board WIOA Four-Year Local Plan (2020-2024) modifications. Member Yonan seconded the motion

All in favor. Motion carried.

VI. Updates and Information

1. Family Centered Coaching

Speaker: Felicia Nixon-Gregory, Project Analyst, Lake County Workforce Development

The Family Centered Coaching (FCC) initiative will better serve our customers and their goals based on the support from members in the family unit. The FCC framework was created to help customers success. Adopting/Adapting a new way of thinking and working with individuals at their pace. This will be a hybrid model.

The Prosperity Group is facilitating the training for WD staff. Individuals will set their own Timeline for completing their training and goals. Individuals are more likely to complete training when they have the support of the whole family unit. The individual can continue with responsibilities to the family unit and complete their training. Workforce Development staff will be there to provide resources to help individuals meet their goal.

VII. [Job Center of Lake County Service Integration – Action Plan](#)

2. The Quarterly Job Center report (January to March 2022)

<https://www.lakecountylil.gov/DocumentCenter/View/45422/Job-Center-Quarterly-January-to-March-2022-PDF>

One-Stop partner Integration meetings spotlights referral training. Attendance in January was just Over 200 attendees. The February cross-training had 45 attendees from 13 organizations. April was Cross-training and there were 50 attendees from 19 organizations.

3. Job Center on the Move will bring Job Center services to underserved communities with a high unemployment rate. A few of the services offered are resume assistance, discuss career transition, and funding for training. The Job Center on the move was launched at the Legacy Reentry Foundation. Going forward, the schedule will include the North Chicago and Zion Libraries, Legacy Reentry Foundation, and the Boys & Girls Club of Lake County.

Word of mouth is still the most effective way of getting the word out to the community about Lake County Job Center services. June will feature a live event in the community. A combined flyer of quarterly events in July will be created.

VIII. Upcoming Board & Committee Meetings

1. Operations Committee Meeting – Monday, August 8, 2022
2. Lake County Workforce Development Board Meeting – Thursday, May 26, 2022
3. Lake County Workforce Development Board Meeting – Thursday, June 23, 2022

You will receive a confirmation email with the meeting, location, time, and address of the meetings.

IX. Adjournment

Proxy Demar Harris made a motion to adjourn the meeting. Member Semenek seconded the motion.

Meeting adjourned at 10:06 a.m.



OPERATIONS COMMITTEE
2023 MEETING SCHEDULE

Operations Committee

9:00 a.m. – 10:00 a.m.

Chairwoman: Laura Crivlare, Manager, Illinois Department of Employment Security
(Second Monday of the Month)

Job Center of Lake County

1 North Genesee Street – 1st Floor, Waukegan, Illinois 60085

January 9

March 13

May 8

August 14

October 16

**Lake County Workforce Development Board
October 17, 2022**

LWIA 1 - Required Job Center of Lake County MOU Revisions

REQUIRED REVISIONS TO THE MEMORANDUM OF UNDERSTANDING			
<i>Page # of MOU</i>	<i>Citation of Required Content</i>	<i>Required Revisions</i>	<i>Workforce Board Response:</i>
Required Revisions for the MOU that is effective through June 30, 2024:			
25	WIOA Section 121(c)(2)(ii) § 678.755 and §678.760 Governor's Guidelines, Section 1, Item 1(c); Section 2	Ensure the figures used in the "Partners' Total Cash Contribution" column in the table on page 25 match the cash contributions listed in the PY22 budget submitted with the MOU.	The figured-on page 25 of the MOU narrative was updated to match the cash contributions listed in the PY22 budget submitted with the MOU.
Budget Spreadsheet- B-Total Shared Costs All Ctrs	WIOA Section 121(c)(2)(ii) § 678.755 and §678.760 Governor's Guidelines, Section 1, Item 1(c); Section 2	Update the "Notes on one-stop operator" to reflect the new OSO agreement and budget.	The necessary corrections to remedy this discrepancy has been made by updating the "Notes on one-stop operator" to reflect the new OSO agreement and budget.