



Executive Committee Meeting

Wednesday, September 14th, 2022, at 8:15 AM

- I. Meeting Opening 8:15**
 - 1. Call to Order Kim Wimer, Vice Chairwoman
 - 2. Public Comment
 - 3. Chairwoman’s Report

- II. Action Items 8:20**
 - 1. Approve the August 2022 Executive Committee meeting minutes. Attachment A
 - 2. Approve increasing the Lake County Workforce Development Board Member travel budget by \$6,355 for a total of \$11,355. Attachment B

- III. New Business 8:30**
 - 1. [2020-2024 Board Strategic Plan](#) and Supporting Strategies Attachment C

- IV. Old Business 8:55**
 - 1. County of Lake Budgeting Process

- V. Updates and Information 9:00**
 - 1. Lake County Workforce Development Board’s Equity Task Force
 - Inclusive Leadership in Action
 - DEI Resource Website Page
 - 2. WDB Marketing and Communication Plan Updates
 - 3. WDB Annual Membership Status

- VI. Upcoming Board & Committee Meetings**
 - 1. Executive Committee Meeting – Wednesday, October 12, 2022, at 8:15 AM
 - 2. Workforce Development Board Meeting – Thursday, September 22, 2022, at 8:00 AM

- VIII. Adjournment 9:15**



Executive Committee Meeting

MEETING MINUTES

Wednesday, August 10th, 2022, at 8:15 AM
College of Lake County – Southlake Campus

Present: Andrew Warrington, Tim Dempsey, Ann Maine, Dennis Kessler, Jennifer Serino, Lori Suddick, Kim Wimer, Carlotta Roman

I. Call to Order Kim Wimer, Vice Chairwoman

*The meeting was called to order at 8:22 A.M.
A quorum was verified.*

II. Public Comment

No public comment.

III. Chairwoman’s Report Kim Wimer

No report.

IV. Consent Agenda

Approve:

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

Action: Member Dempsey motioned to approve the Consent Agenda. Member Serino seconded the motion.

No discussions or corrections.

All in favor. Motion carried.

V. Old Business

1. Lake County Workforce Development Strategic Budget Discussion [Attachment B](#)

- Workforce Innovation and Opportunity (WIOA) Funding
- Other Non-Formula Grants
- The American Rescue Plan Act (ARPA) Funding

WIOA funding for PY '21 – '22 totals \$16 million of formulary and non-formulary grants. Workforce Development will receive a non-formulary grant of \$3.6 million from the American Rescue Plan Act (ARPA). The ARPA grant is not for wages, fringe benefits, and direct training costs. The WD non-formulary grants are allocated to 82% training and 18% for personnel expenses.

Formulary grants go through DCEO. The formulary grant-base allocation is 2 years. An application is usually required for non-formulary grants. Non-formulary grants we receive are funds for Covid-19 Tracers, Opioid crisis, and Women of Color. The State of Illinois holds back 25% and Lake County holds back 12%. We are one of only two Workforce Development agencies who have a 12% hold back. The WD Board will draft a letter to the Lake County Board to ask for the 12% not be held back. The savings would be approximately \$200,000 - \$300,000. These funds would allow us to serve more customers.

2. DCEO Joint Monitoring Final Findings – July 25, 2022

There were a few findings identified. The findings included the areas of Fiscal Monitoring, Programmatic Monitoring, and Trade Adjustment Assistance. No systemic problems were found. The final monitoring report from DCEO will be sent sometime in September.

VI. Updates and Information

1. DOL DWG QUEST Application

The DOL DWG Quality Jobs, Equity, Strategy, and Training (QUEST) Grant will server 35 participants. The DOL has stopped accepting new applications as of July 1, 2022. Participants will have work-based training in the Public Sector at Lake County Departments, Municipalities, and Local agencies. Disaster Relief Employment is also available for participants.

2. Board Membership Appointments and Reappointments - September 2022

Currently, the appointments and reappointments are being updated. Arlene Santos-George, Michelle Vaughn and Emily Garrity have resigned from the WD Board. Karen Stoneman retired from the WD Board in May. Thank you departing members for your contributions and service to the WD board are greatly appreciated.

3. Board Equity Task Force – Vice Chair, Dr. Carlotta Roman

Equity Task force is working on a strategic plan for future initiatives.

4. Business Engagement Task Force – Antonio Garcia

This will be a new task force for workforce solutions, training, and the Ecosystem. The task force will strategize on ways to connect employers to potential employees.

VII. Upcoming Board & Committee Meetings

1. Executive Committee Meeting – Wednesday, September 14, 2022, at 8:15 AM

2. Workforce Development Board Meeting – Thursday, September 22, 2022, at 8:00 AM

The next Executive Committee Meeting will be September 14th and the next board meeting will be held on September 22nd. The location of these meetings will be determined.

VIII. Adjournment

Member Maine motioned to adjourn the meeting. Member Dempsey seconded the motion.

Meeting adjourned at 10:38 A.M.



Executive Committee
September 14, 2022

Action:

Approve increasing the Lake County Workforce Development Board Member travel budget by \$6,355 for a total of \$11,355.

Background:

Lake County Workforce Development Board Policy 2: Trips and Training outlines the trips and training opportunities for which current WDB members may have their reasonable and necessary expenses covered by WIOA Administration Grant Funds. This policy does not preclude any member from attendance at functions where their expenses are covered by another private or public-sector agency. The full policy is outlined below.

The Workforce Board approved the Board Trips and Training budget of \$5,000 during the budget approval process in June 2022. This budget amount was based on WDB members attending the annual NAWB Forum and cost associated with Board members holding leadership positions at the national and state level. This budget amount was established over five years ago and has not been revisited.

A budget increase is being requested to cover the expenses of Member Jennifer Harris as she represents the Lake County Workforce Development Board on the NAWB Board of Directors and attends 5 NAWB Board meetings throughout the year. The budget increase is due to the current high costs associated with travel and lodging.

2022/23 Budget Request:

LOCATION	COLORADO SPRINGS	DC	THE FORUM	DC	TBD
DATE	Jul-22	10/27-10/29	3/18 - 3/20	3/25-3/29	Apr-23
TOTAL	\$1,374.99	\$1,170.00	\$1,470.00	\$1,170.00	\$1,170.00
TOTAL:	\$6354.99				

BOARD POLICY 2: Trips and Training**I. Purpose**

This policy outlines the trips and training opportunities for which current WDB members may have their reasonable and necessary expenses covered by workforce funds. This policy does not preclude any member from attendance at functions where their expenses are covered by another private or public-sector agency.

II. References

None.

III. Terms

None.

IV. Policy**1. Allowable Expenses**

- a. As a grant funded agency, all WDB trips and training expenses must comply with state and federal regulatory guidelines. Additionally, pursuant to provisions of County Board and WDD policies, reasonable and necessary expenses incurred as part of WDB business related travel will be reviewed for payment/reimbursement for current WDB members only. Travel must be within the continental United States only.

2. Budget

- a. The annual trips and training budget will be developed in coordination with other budgetary recommendations prepared for WDB consideration following the State's announcement of the upcoming program year funding allocations. The WDB's recommendations will be incorporated as part of the WDD's submission for the County's annual budget process.

3. Trips and Training Opportunities

- a. All WDB members will be encouraged to participate in local training opportunities to develop the member's knowledge on state and federal workforce legislation, workforce best practices and WDB activities. Due to limited budgets, prior authorization will be required from the WDB Chairperson, working in consultation with workforce staff, to ensure that sufficient funds are available. Expenses will be covered as per WDB policy.
- b. Expenses eligible to be paid for out-of-area and overnight travel and training opportunities shall be limited to:
 - i. WDB officers and officers-elect,
 - ii. WDB members who have been recruited/elected to participate on a state or national organization, and
 - iii. WDB members who have been invited to present at a hearing or event.



Executive Committee Meeting
September 14, 2022

2020-2024 Board Strategic Plan and Supporting Strategies

Background

An important part of the strategic planning process is to regularly review and evaluate performance outcomes against the plan and establish goals. Evaluating the progress allows the Board and the staff to stay on track and report on progress. The NAWB Trailblazer Award criteria will be used as the framework going forward to measure success against the plan and to develop Key Performance Indicators (KPI). The KPIs will be presented and refined with the Finance and Compliance Committee. The draft quarterly dashboard will be shared in the next 60 days.

National Association of Workforce Board's Trailblazer Award

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.

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.