



Operations Committee
Meeting Agenda
Friday, January 13th at 9:00 AM

Job Center of Lake County

- I. **Call to Order**..... Laura Crivlare, Chairwoman
- II. **Public Comment**
- III. **Chairwoman’s Report**..... Laura Crivlare
- IV. **Consent Agenda Items**
 - Approve:**
 - October 2022 Operations Committee Meeting Minutes [Attachment A](#)
 - Review:**
 - Lake County One Stop Annual Schedule [Link](#)
- V. **New Business**
 - Job Center of Lake County MOU & Cost Sharing Agreement Timeline
 - Pre-Program Year Planning Form [Attachment B](#)
 - Governor’s Guidance Revision 4 [Link](#)
 - [Service Integration Action Plan](#)
- VI. **Upcoming Board & Committee Meetings**
 - Operations Committee Meeting – February 10, 2023
 - Lake County Workforce Development Board Meeting – February 23, 2023
- VII. **Adjournment**



Operations Committee
Meeting Minutes
Monday, October 17th, 2022, at 9:00 AM

Job Center of Lake County
1 North Genesee Street, Waukegan, IL 60085

Present: Laura Crivlare, Eva Locke, Reni Mitkova, Jennifer Serino, Jennifer Yonan, Darryl Rader, Marcy Thompson, Edit Salinas

Absent: Heidi Semenek, Tameka Wilson, Hector Sanchez, Susan Feltz, Brittany Davis, Harris Lee, Suzanne Klauke

I. Meeting Opening

Call to Order.....Laura Crivlare, Chairwoman

1. *Call to order at 9:08 A.M.*
There is not a quorum.
2. *No public comment.*
3. Chairwoman’s Report..... Laura Crivlare
 - Welcome and Introductions
 - [2022 Service Provider of the Year Award](#) – Lake County Workforce Development

Congratulations to the LCWD Team on receiving the 2022 Service Provider of the Year award from the Coalition to Reduce Recidivism. The award recognizes Lake County Workforce Development’s service for partnering with Waukegan Township and community partners, to provide equitable services to all that provide re-entry assistance.

II. Consent Agenda

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](#)

A discussion to change the meeting days and times to correspond with the Quarterly Cross-Training events. The committee meeting would then be 2-hours. The committee meeting day would change from Monday meetings to Friday morning meetings. There will be five meetings held on the 3rd Friday of each month. The quarterly Cross-Training events with the Job Center Partners will be a hybrid meeting (in-person or virtual). The cross-training dates have not been scheduled for 2023. Laura will work with Eva to schedule on the dates.

The Revive Program is a training program that provides returning citizens with the essential skills needed to ensure success in the labor force.

The Job Center of Lake County LWIA 1 PY 2023 MOU revisions include 4 requirements: Pre-program Year Planning Form, start MOU cost sharing agreement reconciliation, progress report, and sign the MOU by May 31, 2023. The LCWD Board will work together to revise and resubmit. The MOU will be effective through June 30, 2024.

Action: Member Rader motioned to approve the consent agenda, and the 2023 Operations Committee Meeting schedule. Member Yonan seconded the motion.

All in favor.

Motion carried.

III. Job Center of Lake County Service Integration – Action Plan

1. A Year in Review: PY21 Job Center Report [Link](#)
2. Job Center of Lake County Integration Events and Outcomes

Member Locke gave the One-stop report for July 7, 2021 through June 30, 2022. The Job Center received over 4,700 calls, and 3,734 visitors onsite Job Center on the Move served 65 individuals.

A combined resource flyer with Job Center services and social services was created with five partner organizations. The partners were involved with distributing the resource flyer to perspective customers.

IV. Updates and Information

1. Family Centered Coaching

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

The FCC learning journey Phase 2 has been completed. There are 3 phases. A shift in how we work with customers and four partner supervisors. It is a nine-month learning period and 10 months applying the training.

V. Upcoming Board & Committee Meetings

1. Operations Committee Meeting – TBD
2. Lake County Workforce Development Board Meeting – Thursday, November 17th, 2022

Laura Gergely will email the location of the Operations and LCWD Board meetings.

VI. Adjournment

Member Yonan motioned to adjourn the meeting. Member Mitkova seconded the motion.

Meeting adjourned at 10:00 A.M.

PRE-PROGRAM YEAR PLANNING FORM FOR LWIA 1**PROGRAM YEAR 2023**

In preparation for annual MOU and budget negotiations each program year, it is important to begin planning each fall to meet various WIOA benchmarks and deadlines. To help ensure each local area is in the best position to fulfill all WIOA requirements related to submission of MOUs and one-stop operating budgets within the allotted timeframe for the upcoming program year, please complete and submit the following form to CWD-wioaplan@siu.edu by December 31.

Included at the bottom of this form is a waiver request section that must be completed if the local workforce innovation board seeks a waiver from a specific provision of the Governor's Guidelines – Revision 4 or PY 2023 Supplemental Guidance. If no waiver requests are known by December 31, then local areas should request any applicable waivers with the April 15 submittal of the preliminary budget and MOU negotiation Report of Outcomes.

For technical assistance in completing this form, please contact Mike Baker at Michael.Baker@illinois.gov. Additionally:

1. To ensure all required partners in the local area are aware of the submitted contents of this form, the form must be circulated to all required partners. Please indicate here the date by which the preliminary budget will be shared with all required partners: **1/13/2023**
2. Please identify the lead negotiator for the MOU negotiations in your LWIA.
[Jennifer Serino](#)
jserino@lakecountyil.gov
847-377-2224
[Lake County Workforce Development Department](#)
3. Please identify the impartial budget negotiator in your LWIA. **If the local workforce board chair and required partners in the local area determine that the individual(s) designated by the local workforce board chair to lead annual budget negotiations is not impartial, please complete and submit a waiver request as provided at the bottom of this form and as described in Section 4 of the Governor's Guidelines – Revision 4.**
[Edward Melton](#)
ejmelton@comcast.net
847-377-2234
[Workforce Development Board](#)
4. Please identify the individual responsible for conducting periodic reconciliation of budgeted to actual costs in your LWIA.
[Emily Mitchell](#)
Emitchell@lakecountyil.gov
847-377-3420

Lake County Workforce Development Department

5. Please identify the frequency at which reconciliation of budgeted to actual costs will occur in your local area (must occur at least semi-annually).

Semi-Annually

6. Using the fillable table below, please submit the proposed schedule for Program Year MOU and Budget Negotiations, in alignment with the general timeline provided in Appendix A of the Governor's Guidelines – Revision 4 (Use only the rows needed to fully describe your specific negotiations schedule). Please include:

- Title of the meeting;
- What is to be discussed and/or decided in accordance with the timeline below;
- Whether the meeting is slotted to be in-person or over the phone; and
- The week and year of the planned date of completion of task.

PRIMARY ACTIVITY IN NEGOTIATIONS	PLANNED DATE OF COMPLETION (WEEK ENDING ON A SPECIFIC CALENDAR DATE AND YEAR)
MOU 2022 Budget policies reviewed	1/2/2023
Partner update – WDB Operations Committee Meeting	1/13/2023
Draft Infrastructure Budget complete & distributed – phone call	1/16/2023
Partners submit workforce system budget information – phone call	1/23/2023
Partner update on budget status– phone call	2/6/2023
Draft Budget distributed to partners	2/6/2023
Draft Budget reviewed – WDB Operations Committee Meeting	2/10/2023
Partner review – individual meetings/phone calls	2/27/2023
Partner presentation - WDB Operations Committee Meeting (additional Meeting)	4/10/2023
Outcome report submitted to DCEO with draft operating budget	4/15/2023
MOU distributed for partner signatures	4/16/2023
Partner review final MOU budget – phone call	4/17/2023
Partner presentation - Workforce Development Board Meeting & Approval	4/27/2023
Partner signatures obtained by	5/26/2023
FINAL MOU submitted	5/31/2023
FINAL MOU distributed to partners	5/31/2023

7. Please select this checkbox if there is a partner agency or individual new to the MOU negotiations process in your local that would benefit from a WIOA orientation.
8. Please select this checkbox if the Local Workforce Innovation Area would benefit from technical assistance on enforcing safety protocols in American Job Centers.

WAIVER REQUESTS

- Described below is a request to be waived from specific provisions of the Governor’s Guidelines – Revision 4 or PY 2023 Supplemental Guidance, as agreed upon by all required partners in the local area and the local workforce board chair.

Please describe the waiver request(s) below, including:

- The specific requirement (including relevant citations of the Governor’s Guidelines – Revision 4 or PY 2023 Supplemental Guidance) the local area is requesting be waived for the current program year MOU and budget negotiations, and
- Rationale for the State not holding the local area responsible for compliance with the specific requirement as described in the Governor’s Guidelines – Revision 4 or PY 2023 Supplemental Guidance.

Requirement (including applicable citation(s) to specific provisions of the Governor’s Guidelines)	Rationale and Description of Negative Consequences or Impact in the Absence of a Waiver
1.	
2.	
3.	