



Meeting Agenda

Thursday, February 23, 2022

8:00 AM - 9:15 AM

College of Lake County - Lakeshore Campus Eleanor Murkey Community Center

I. Meeting Opening

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

II. Chairwoman's Report

1. Welcome New WDB Member:
 - a. Ken Swanson
Local 881 Union Representative
2. Recognition of Service:
 - a. Patrick Statter
 - b. Laura Gergely

III. College of Lake County – Lakeshore Campus Welcome

Jesus Ruiz, Dean of Lakeshore Campus

IV. Consent Agenda

Approve:

- November 2022 Board Meeting Minutes Attachment A
- As recommended by the Executive Committee approve the Lake County Partners' Salesforce Agreement Attachment B
- As recommended by the Executive Committee approve the Pat Davis Design Consulting Agreement for the WDB Strategic Outreach and Communication Plan Attachment C

Accept:

- The Illinois Department of Commerce and Economic Opportunity (DCEO) Trade Adjustment Act Assistance (TAA) grant in the amount of \$18,610.79. Attachment D

Review:

- Lake County Workforce Development Grant Reports
 - Grant Expenditure Report Attachment E
- Lake County Workforce Development Newsletter – SUCCESS
<https://www.lakecountyiil.gov/DocumentCenter/View/51140/Success-Newsletter-Vol-23-Ed-1-PDF>
- Workforce Partners of Metropolitan Chicago Regional Workforce System Impact – Business Services Attachment F

V. Greater Chicagoland Economic Partnership

Kevin Considine, President Lake County Partners

VI. U.S. DOL Employment and Training Youth System Building Academy

Jennifer Serino, Director Lake County Workforce Development

VII. Updates and Information

1. Workforce Development Board's Equity Task Force
2. National Association of Workforce Boards
3. Illinois Workforce Investment Board

VIII. Upcoming Board Meeting

1. Workforce Development Board Meeting – Thursday, April 27, 2023, at 8:00 AM

IX. Adjournment

X. CLC Lakeshore Campus Tour



Meeting Minutes
Thursday, November 17, 2022
Lake County Chamber of Commerce

Present: Kimberly Wimer, Anne Maine, Carla Schroeder, Carrie Espinosa, Christine Hammerlund, Darryl Radar, Dennis Kessler, Dr. Andrew Warrington, Dr. Carlotta Roman, Jennifer Harris, Jennifer Serino, John Castillo, Josh Fischer, Julie Savitt, Kathy Nellis, Kevin Considine, Kristi Long, Lisa Johnson, Marcus Jordan, Trey Baker, Melissa O'Neill, Michael Darling, Michael Karner, Noelle Kischer-Lepper, Steve Smart, Timothy Dempsey

Absent: Demetri Katculis, Dr. Lori Suddick, Edward Gallagher, Jennifer Robbins, Laura Crivlare, Marcy Thompson, Mary Ross-Cunningham, Pastor Eugene Roberson, Sandra Tran, Pete Govorchin, Troy McIntosh

I. Meeting Opening

1. Call to Order.....Kim Wimer, Chairwoman

Meeting called to order: 8:07
Quorum: Verified

2. *No Public Comment.*

II. Chairwoman's Report

1. Welcome to the New Workforce Development Board Members

[Attachment A](#)

The Workforce Development Board has maintained a core group of business leaders and community leaders to carry-out its vision and mission. For membership terms starting this Fall please join me in welcoming our new Workforce Development Board members. New board members introduced themselves.

2. Board Member Get Together – January 10, 2023 @ [Austin's Restaurant](#) from 11am – 1pm

In lieu of the Workforce Development Board Formal Orientation there will be a get together lunch at Austin's Restaurant. Chairwoman Wimer provided details about the board member orientation. Laura will email an invite and agenda in December.

3. National Apprenticeship Week – November 14th - 20th

The State of Illinois kicked off the eighth annual National Apprenticeship Week on November 14th. To celebrate the occasion, Governor JB Pritzker issued a proclamation highlighting the importance of apprenticeships in expanding career opportunities for Illinoisans of all backgrounds. Throughout the week, more than 50 events will be hosted through DCEO, other state agencies, and workforce partners across the state. Visit Illinois' National Apprenticeship Week page to learn more about events and ways to get involved during National Apprenticeship Week: [Apprenticeship Illinois Apprenticeship Week – November 14th – 20th, 2022 \(illinoisworknet.com\)](#).

YouthBuild Lake County was chosen has the site kick-off for National Youth Apprentice Week with a live event attended by Brent Parton Acting Assistant Secretary, Employment and Training Administration, U.S. Department of Labor, and Office of Apprenticeship representatives onsite. Member Serino attended the event.

III. Consent Agenda

Approve:

- September 2022 Board Meeting Minutes [Attachment B](#)
- 2023 Lake County Workforce Development Board Calendar [Attachment C](#)
- LWIA 1 PY'22/'23 Local Performance Goals [Attachment D](#)
- Increasing the Workforce Development Board Member travel budget by \$5,200 for a total of \$10,200 [Attachment E](#)

Accept:

- Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grant (DWG) in the amount of \$703,450.00 [Attachment F](#)
- US DOL Dislocated Worker - Employment Recovery Grant Modification – extending the grant term through June 30, 2023 increasing the award amount by \$158,124 and serving an additional 12 participants [Attachment G](#)

Review:

- Illinois Department of Commerce and Economic Opportunity Program and Fiscal Joint Monitoring [Attachment H](#)
- Illinois Department of Commerce and Economic Opportunity Regional Technical Assistance Grant Modifications – Diversity, Equity and Inclusion [Attachment I](#)
- Lake County Workforce Development Grant Reports
 - Grant Expenditure Report [Attachment J](#)
 - Contract Report [Attachment K](#)
- [Workforce Brief - vol. 22 ed. 3 Employers \(lakecountyil.gov\)](#)
- LWIA 1 - Required Job Center of Lake County MOU Revisions [Attachment L](#)

Motion to Approve: Member Lepper

Second: Member Roman

No corrections. No Discussion.

All in favor: Motion carried

IV. [Lake County Chamber of Commerce](#)

Michael Darling, Board Past Chairman, [Farmers Insurance](#)

Member Darling provided an overview of the Lake County Chamber of Commerce. The LCCC has programming and resources for small and large businesses in the area. The LCCC collaborates with Workforce Development and continues to find opportunities to partner with WDB and Workforce Development.

V. [Workforce Development Board's Marketing and Communications Plan](#)

George Dimotakis, [Pat Davis Design Group, Inc.](#)

George Dimotakis, President, Pat Davis Design, via Zoom, provided an update on the WDB Communication Plan and key metrics and outcomes.

The results and accomplishments for the past two years are:

- *Enhanced and maintained the website*
 - *240% increase in website traffic/engagement*
 - *Resources/Events website traffic increase*
- *Grow and expand social media engagement—Facebook, twitter, LinkedIn which and all increased in users*
- *Monthly Newsletter—increased open rate by 10%*
- *Annual report*
- *Public Relation activities*

The next steps are to continue efforts to increase WDB social media presence and evaluate successes. Board members were asked to reshare WDB posts on social media and encourage community members to access the website.

VI. **Updates and Information**

1. Workforce Development Board's Equity Task Force

Dr. Carlotta Roman, Chairwoman - [Leadership in Action](#)

Member Roman provided a brief history of the taskforce (started in 2020) and DEI current state analysis.

- *Inclusive leadership 2.0, Leadership video—a call to board members to demonstrate how they show inclusive leadership.*
- *The Equity Task Force will be refining their message for continuous improvement.*
- *Increased focus on youth-and direct messaging.*
- *WDB members can post on WDB social media accounts. One area that will be focused on next year is social media growth.*

Member Serino commended the board for providing a framework for the work that is being done.

The Workforce Partners of Metro Chicago are hosting a series of DEI sessions with partners and businesses (virtually) with opportunity for businesses to receive additional DE&I training for their workplace. Invites and additional information will be emailed.

2. Workforce Development Board Member Committees and Task Forces

[Attachment M](#)

Chairwoman Wimer spoke to the importance of members getting involved in committees and taskforces. All members are invited to participate in meetings and join one committee or taskforce.

Laura will be sending an email in December with more information on the committees and membership. Please respond to her email with any questions you may have. We will talk more about Board committees at the Board's get together in January.

3. WIOA Professional Development: Workforce Board Learning Academy - [ilwioapd.org](#)

Andy Losasso, Illinois Department of Commerce and Economic Opportunity, TA Manager

Andy Losasso, TA Manger with DCEO, via Zoom provided an overview of the new DCEO Workforce Board Learning Academy Training for new and current Board members.

Laura will send an email with Mr. Losasso's contact information and a link to the tool.

VII. Upcoming Board Meeting

1. Workforce Development Board Meeting – Thursday, February 23, 2023, at 8:00 AM

The next board meeting will be held at the CLC Lakeshore Campus. Future board meeting locations were shared as well and are posted on the website.

VIII. Adjournment

Motion to adjourn: Member Warrington

Second: Member Dempsey

Meeting adjourned: 9:06 A.M.



Workforce Development Board Meeting
February 23, 2023
Consent Agenda

Approve

As recommended by the Executive Committee, approve Lake County Partners' Salesforce Agreement 2023.

Background

Lake County Partners currently has a vendor agreement with the Workforce Board to procure eight Salesforce licenses, maintain Salesforce, administer Salesforce, and through a third-party consultant provide administration support to the Workforce Development Business Services team.

Recommendation

Workforce Development is recommending an 11-month renewal of the current vendor agreement in order to align the Lake County Partners Vendor Agreement with Salesforce.

LCP Agreement Term: March 2023 – January 2024

Salesforce Licenses: \$1,122.56 monthly for 8 licenses

Salesforce Administration: \$1,000 monthly

Consultant monthly rate is split equally between the three users of Salesforce -
Workforce Development, College of Lake County and Lake County Partners

Total 11-month Agreement: \$23,348.16



Workforce Development Board Meeting

February 22, 2023

Consent Agenda

Approve

As recommended by the Executive Committee, approve the Pat Davis Design Consulting Agreement for the WDB Strategic Outreach and Communication Plan.

Background

The Lake County Workforce Development Board is in its second year of its formalized outreach and communications efforts, including a continued focus on leveraging WDB's new website, developing additional informational collateral, crafting messaging for media outlets, and expanding the reach of the social media channels and newsletter to reach a broader base of stakeholders, industry, partners and job seekers interested in workforce development strategies and initiatives throughout Lake County, Illinois.

Lake County extended Requests for Proposal to 52 firms/individuals and received 6 proposals from 6 individual firms/individuals. The Workforce Development Board evaluation team has recommended the award be made to the incumbent Pat Davis Design, Inc. (PDD). PDD offered the most advantageous, cost effective proposal to meet the diverse needs of WDB, expand the communications strategies, and respond to the changing environment and initiatives.

Recommendation

PDD agrees to:

Facilitate the current outreach and communications plan for the organization that will:

- o Increase awareness of the work and programs of WDB along with its mission
- o Ongoing outreach and education of the work of WDB
- o Increase awareness through positive stories and successful partnerships
- o Continue to improve the process that streamlines communications
- o Increase awareness of services and resources for individual job seekers and businesses

Work with and support the Workforce Development Board staff in all outreach and communications:

- o Social Media
- o E-Newsletter
- o Website Maintenance
- o Website Fees
- o Graphic Design

Agreement Terms

Date: March 15, 2023 – March 14, 2024 with the option to renew for four additional twelve-month periods based on performance and available budget.

Budget: Not to exceed \$4,000 monthly/\$48,000 annually



**Workforce Development Board Meeting
February 23, 2023
Consent Agenda**

Accept:

Accept the Illinois Department of Commerce and Economic Opportunity (DCEO) Trade Adjustment Assistance (TAA) grant in the amount of \$18,610.79

Grant Period:

10/1/2022 – 9/30/2023

Grant Amount:

\$18,610.79

Summary:

The United States Department of Labor Trade Adjustment Assistance (TAA) program provides aid to workers who have become unemployed as a result of increased imports from or shift in production to foreign countries. The TAA program offers a variety of benefits and reemployment services to assist eligible unemployed workers to prepare for and obtain suitable employment.

Workforce Development establishes and executes the TAA program in Lake County in partnership with Illinois Department of Commerce & Economic Opportunity (DCEO) and Illinois Department of Employment Security (IDES). Workforce Development is responsible for notifying at-risk and laid off workers of the benefits and participation obligations of this program. Workforce Development delivers programs and services that may include:

- Job Center of Lake county partner career services and resources
- Program eligibility
- Case management
- Job search assistance
- Career and occupational training
- On-the-job training, apprenticeship, and other work-based training
- Transportation assistance
- Maintaining records and reporting award expenditures
- Internal monitoring and quality control procedures to ensure compliance with federal and state program requirements

This grant will be used to reimburse training and transportation expenses for 2 trade participants and the staffing costs for case management.

The TAA certified events included:

- Acuity Brands Lighting Inc, Des Plaines, IL
- HSBC Technology and Services, Arlington Heights, IL

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

Workforce Development Grant Expenditure Report

Workforce Innovation and Opportunity Act Grant				December 2022	
Youth - Adult - Dislocated Worker	Cost Category	Allocation	Certified Costs	Obligations*	Percentage
PY'22 Grant (July 2022 - June 2024)	Administration	474,394	116,709.94	-	24.6%
	Youth	1,358,996	373,162.67	306,778.76	50.0%
	Adult	1,283,925	606,786.56	262,572.62	67.7%
	Dislocated Worker	1,626,635	519,899.38	289,221.93	49.7%
	Total	4,743,950	1,616,559	858,573	52.2%

WIOA Compliance		
	Goal	%
YOS	75%	41%
W/E	20%	14%
Training	50%	46%
Cost/Ob	80%	52.2%

Workforce Innovation and Opportunity Act Grant				December 2022	
Youth - Adult - Dislocated Worker	Cost Category	Allocation	Certified Costs	Obligations*	Percentage
PY'21 Grant (July 2021 - June 2023)	Administration	520,973	518,026	-	99.4%
	Youth	1,518,901	1,503,486	-	99.0%
	Adult	1,435,907	1,387,716	-	96.6%
	Dislocated Worker	1,733,968	1,530,490	80,520	92.9%
	Total	5,209,749	4,939,718	80,520	96.4%

WIOA Compliance		
	Goal	%
YOS	75%	83%
W/E	20%	27%
Training	50%	64%
Costs	100%	96.4%

Trade Act Grant (TAA)				December 2022	
(October 2022 - September 2023)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	18,610.79	2,467.00		13.3%

WIOA Disaster Employment Relief Grant - Contact Tracers				December 2022	
(June 2020 - March 2023)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	1,223,650.00	1,097,820.62		89.7%

WIOA Employment Recovery Grant - Dislocated Worker Training Grant				December 2022	
(June 2020 - March 2023)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	298,011.00	291,919.20		98.0%

WIOA Dislocated Worker Project Navigator and Supportive Services				December 2022	
(June 2021 - March 2023)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	325,000.00	198,274.32		61.0%

WIOA Dislocated Worker Incumbent Worker Industrial Manufacturing Technician Grant				December 2022	
(June 2021 - March 2023)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	156,454.00	-		0.0%

WIOA Dislocated Worker Career Grant				December 2022	
(December 2021 - August 2023)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	528,500.00	456,627.93	8,780.10	88.1%

WIOA Dislocated Worker QUEST Grant				December 2022	
(December 2021 - August 2023)	Cost Category	Budget	Certified Costs	Obligations*	Percentage
	Total Budget	703,450.00	4,950.00	71,114.00	10.8%

Certified costs for December 2022 reported on January 20, 2023. Obligations reported quarterly.



REGIONAL WORKFORCE SYSTEM IMPACT

BUSINESS SERVICES

Services provided to businesses in the Chicago Metro Region to assist in recruitment, training, and retention of employees.

JULY 1, 2021 TO JUNE 30, 2022

The Workforce Partners of Metropolitan Chicago (WPMC) is a 10-county consortium of Workforce Partners that oversee the public workforce system in each of their respective local areas.



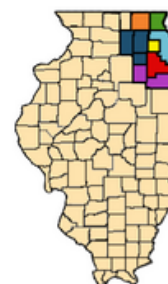
\$4,693,321

VALUE OF SERVICES RECEIVED BY BUSINESSES IN THE CHICAGO METRO REGION



34,255

NUMBER OF EMPLOYEES/JOB SEEKERS SERVED



SERVICES TO BUSINESSES



WORKFORCE TRAINING GRANTS



INTERNSHIPS AND APPRENTICESHIPS



JOB FAIRS/ JOB POSTINGS/ RECRUITMENT ASSISTANCE



ON-THE-JOB TRAINING (OJT) - WAGE REIMBURSEMENT FOR NEW HIRES

Workforce Partners of Metropolitan Chicago
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www.workforcepartnersmetrochicago.org

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