



Finance and Compliance Committee Meeting

Wednesday, February 22nd, 2023, at 8:00 AM

I. Meeting Opening

1. Call to Order..... Andrew Warrington, Chairman
2. Public Comment
3. Chairman's Report
 Current Committee Members [Attachment A](#)

II. Action Item

1. Approve the September 2022 Finance and Compliance Committee Meeting Minutes [Attachment B](#)
2. Accept the Illinois Department of Commerce and Economic Opportunity (DCEO) Trade Adjustment Act Assistance (TAA) grant in the amount of \$18,610.79. [Attachment C](#)

III. New Business

1. Youth Systems Building Academy

IV. Compliance and Performance

1. Department of Labor (DOL) Program and Fiscal Joint Monitoring for the Dislocated Worker Career Grant scheduled for February 27, 2023

V. Finance

1. Lake County Workforce Development Grant Reports:
 - WIOA Formula Budget vs. Actuals Report [Attachment D](#)
2. Funding & Budgeting
 - Budget policies (Discussion to continue at Executive Committee)

VI. Upcoming Board & Committee Meetings

1. Workforce Development Board Meeting – Thursday, February 23rd at 8:00 AM
2. Finance and Compliance Committee Meeting – Tuesday, April 25th at 8:00 AM
3. Workforce Development Board Meeting – Thursday, April 27th at 8:00 AM

VII. Adjournment



Finance and Compliance Committee 2023

DARLING, Michael
President/CEO
Darling Farmers Insurance Agency

DEMPSEY, Timothy
Owner
The Dempsey Financial Group

NELLIS, Kathy
President
Private Sale Realty Consultants LLC

SERINO, Jennifer
Director
Lake County Workforce Development

DR. WARRINGTON, Andrew
President
United Conveyor Corporation
- Chair

WIMER, Kimberly
Human Resource Manager
Laser Precision, LLC



Finance and Compliance Committee Meeting Minutes

Wednesday, September 14th, 2022, at 9:30 AM

Present: Andrew Warrington, Tim Dempsey, Kim Wimer, Jennifer Serino

Absent: Kathy Nellis, Michael Darling

I. Meeting Opening

1. Call to Order.....Andrew Warrington, Chairman

Meeting called to order: 9:32 a.m.

Quorum: Verified

2. Public Comment
No public comments.
3. Chairman's Report.
No report.

II. Action Item

1. Approve the June 2022 Finance and Compliance Committee Meeting Minutes [Attachment A](#)

Motion to approve: Member Dempsey

Second: Member Wimer

No discussions or corrections

All in favor: Motion carried

III. New Business

1. 2022 Lake County Workforce Development Key Performance Indicators (KPI)

Member Serino presented a draft KPI report for discussion. Member's feedback included: it's a good start; this format is good; some indicators are too complex, make it more simple; separate out board indicators and program indicators; start with some indicators and then add; be mindful of color schemes; make a clear connection back to the strategic plan and key imperatives.

IV. Compliance and Performance

1. 2021 WIOA Youth Plan Report Outcome [Attachment B](#)
2. Illinois Department of Commerce and Economic Opportunity Joint Monitoring [Attachment C](#)

Member Serino provided an overview of the The 2021 Youth Plan outcomes: number of youth enrolled in services increased, there was a shift in program delivery to ensure the grant met expenditure benchmarks

with LCWD enrolling more youth in ITAs and work-experience mid-year.

WDB published *The Youth Refresh Report* providing recommendations on how the workforce system can come together as a system to meet the needs of the most underserved youth populations including Opportunity Youth, justice involved youth, youth in the foster system, youth that are homeless and youth with a disability.

Member Serino reviewed the DCEO Joint Monitoring results noting that all findings have been resolved through corrective action and accepted by DCEO. Another successful annual monitoring has been completed.

V. Finance

1. Lake County Workforce Development Grant Reports:

- WIOA Formula Funding Expense Report – June 2022
- Non-Formulary Funding Expense Report – July 2022
- PY 22 Contract Report

[Attachment D](#)

[Attachment E](#)

[Attachment F](#)

LCWD Business Manager, Emily Mitchell reviewed the WIOA PY20 and PY21 Grant reports noting that the PY20 WIOA Grant met all benchmarks at close-out including youth funding spent at 100% of expenditures and adult and dislocated worker funding streams meeting the training expenditure benchmark at 42% and 58%, respectively. PY21 is on track with expenditures and meeting the benchmarks.

Emily Mitchell review the Non-formulary grants report noting this is an additional \$2,942,059 in grant funding for specific program and direct service delivery with a focus on serving individuals and businesses most impacted by the pandemic. Each grant has a different term and expenditure requirement.

The PY'22 Contract Reporting data was reviewed and a suggestion was made to include this report in the WDB Meeting packet for review. LCWD will analyze the data over the next year and bring forward some additional analysis to demonstrate specific training and program outcomes.

VI. Upcoming Board & Committee Meetings

1. Finance and Compliance Committee Meeting – Tuesday, November 15th at 8:15 AM
2. Workforce Development Board Meeting – Thursday, September 22nd at 8:00 AM
3. Workforce Development Board Meeting – Thursday, November 17th at 8:00 AM

Laura Gergely noted that meeting locations will be identified for all of next year and will posted on the website.

VII. Adjournment

Motion to Adjourn: Member Wimer

Second: Member Dempsey

Meeting adjourned: 10:29 a.m.



Lake County Workforce Development Board
Finance and Compliance Committee
February 22, 2023

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 pay 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.