



Operations Committee
Meeting Agenda
Friday, February 10th at 9:30 AM

Job Center of Lake County

- I. **Call to Order**..... Laura Crivlare, Chairwoman
- II. **Public Comment**
- III. **Chairwoman’s Report**..... Laura Crivlare
 - Current Operations Committee Members [Attachment A](#)
- IV. **Consent Agenda Items**
 - Approve:**
 - January 2023 Operations Committee Meeting Minutes [Attachment B](#)
 - Review:**
- V. **Old Business**
 - Job Center of Lake County MOU & Cost Sharing Agreement Timeline
 - MOU Cost Sharing Budget Overview [Attachment C](#)
 - Governor’s Guidance Revision 4 [Link](#)
- VI. **Upcoming Board & Committee Meetings**
 - Operations Committee Meeting –
 - Lake County Workforce Development Board Meeting – February 23, 2023
- VII. **Quarterly Job Center Partner Cross-training – English Language Learners**
 - **Meeting Link:**
<https://us02web.zoom.us/j/85479705552?tk=yk9HzOey0JrhvB5VO3QGBIzQWm0oNGR1PXQKC3RdWJE.DQMAAAAT5vzL0BZudTJPa3pnR1JPYUVtN1I6WEZVeXV3AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA>
- VIII. **Adjournment**



Operations Committee 2023

CRIVLARE-MAGLIO, Laura
 Local Office Manager
 Ill Department of Employment
 Security
 - Operations Committee Chair
 - WDB Member

DAVIS, Brittany
 Paul Simon Chicago Job Corps Center

FELTZ, Susan
 Mundelein High School Adult
 Education

LEE, Harris
 National Asian Pacific Center on
 Aging (NAPCA)

LOCKE, Eva
 Job Center Manager
 Workforce Development

MITKOVA, Reni
 Director of Adult Education
 Township High School District 113

RADAR, Darryl
 Ill Department of Human Services
 - WDB Member

SALINAS, Edith
 Ill Department of Human Services

SANCHEZ, Hector
 Community Action Partnership

SEMENEK, Heidi
 Lake County Housing Authority

SERINO, Jennifer
 Director
 Workforce Development
 - WDB Member

THOMPSON, Marcy
 College of Lake County
 - WDB Member

WILSON, Tameka
 Executive Director
 YouthBuild Lake County

YONAN, Jennifer
 Executive Director
 Youth Conservation Corps



Operations Committee Meeting Minutes

Friday, January 13th at 9:00 AM

Job Center of Lake County

Present: Laura Crivlare, Susan Felt, Eva Locke, Reni Mitkova, Edith Salinas, Heidi Semenek, Marcy Thompson,

Absent: Brittany Davis, Harris Lee, Suzanne Klauke, Darryl Rader, Hector Sanchez, Jennifer Serino, Tameka Wilson, Jennifer Yonan

I. Meeting Opening

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

Meeting called to order: 9:39 A.M.

Quorum: Verified

II. Public Comment

No public comment

III. Chairwoman’s Report..... Laura Crivlare

- 1. The 2023 WIOA Summit will be May 11-12, 2023

The Committee was reminded of the upcoming Illinois WIOA Summit 2023 May 11th and 12th. Members who are interested in putting together a workshop presentation to be submitted for consideration should contact Member Eva Locke. Workshop presenters receive free entrance to the conference. Virtual sessions are available but in person attendance is highly encouraged. <https://ilworkforceacademy.com/wioa-summit/>

IV. Consent Agenda Items

Approve:

- i. October 2022 Operations Committee Meeting Minutes Attachment A

*Action to approve: Motion: Member Edith Salinas
 Second: Member Marcy Thompson
 No discussion or corrections.
 Roll Call vote taken. Motion Carried.*

Review:

- ii. Lake County One Stop Annual Schedule

[Link](#)

Member Eva Locke informed the Committee that Quarterly Job Center Cross training is open for all and that front line staff and leaders should attend. Adult education is the topic of the first training scheduled for Friday, February 10th immediately following the next Operations Committee Meeting.

Business integration meetings are led by the Lake County Business Service team. Members were asked to bring materials and provide needs and leads. Member Eva Locke asked for the Committee to reach out if they would like to be a part of this meeting or the Intentional integration meetings.

V. New Business

- Job Center of Lake County MOU & Cost Sharing Agreement Timeline
 - Pre-Program Year Planning Form
 - Governor’s Guidance Revision 4

Attachment B
[Link](#)

Board Coordinator Laura Gergely provided an update on the PY’23 MOU. The MOU is due May 31st, and the final MOU needs to go to the Workforce Board for approval in April. This is an earlier timeframe than previous years so we will be asking for quicker turn-around times with responses, edits and signatures. Contact information and the FTEs used for the cost sharing agreement allocation base was asked to be updated if there are any changes from the previous year. Any questions on the MOU plan should be directed to Member Jennifer Serino (jserino@lakecountyl.gov) for review. All future Operations Committee meetings will have additional time scheduled to discuss any changes or updates to the MOU.

- [Service Integration Action Plan](#)

Pat Davis Design Group is the communication firm selected by LCWD to develop and implement a new communication plan for Workforce Development/Job Center; this is funded through Lake County Board ARPA funds. The WDB Equity Taskforce is reviewing the Job Center customer surveys and will be recommending additional questions around access and inclusivity.

VI. Upcoming Board & Committee Meetings

- Operations Committee Meeting – February 10, 2023
- Lake County Workforce Development Board Meeting – February 23, 2023

The February Operations Committee Meeting will be followed immediately by the quarterly cross-training event available via Zoom. All members are encouraged to attend the meeting at the Job Center and participate as a group from this location.

LCWD Board meeting in February will be held at the CLC Lakeshore Campus.

VII. Adjournment

*Action to adjourn: Motion: Member Reni Mitkova
Second: Member Edith Salinas
Meeting adjourned at 10:26 A.M.*



Lake County Workforce Development and The Job Center of Lake County

MOU PROCESS 2023

The process for the Job Center of Lake County breaks down the required information into manageable tasks and keeps an open dialogue with and among partners throughout the process.

All updated [guidance for PY 2023 MOU Negotiations](#) can be located here: [\(PDF\)](#)

The Governor's Guidelines – Revision 4 requires the following deliverables:

- **Pre-Program Year Planning Form - Revised for PY 2023 [\(Word\)](#) – December 31, 2022**
- Start MOU Cost Sharing Agreement Reconciliation and PY22 Budget – January 1, 2023
- Outcomes/progress report is due to be submitted on April 15, 2023
- Signed MOU is due to be submitted May 31, 2023
 - Click [HERE](#) for Signature Pages.
 - Requirements for using electronic signatures can be found [HERE](#).

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	4/17/2022
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

Expectations for Each Partner

Expectation for each partner (As of December 5, 2022):

- Read Governor’s Guideline – Supplemental Guidance for PY2023 [HERE](#) (December 2022 - January 2023)
- Review the timeline at Operations Committee (January 13)
- Participate in MOU discussion at the Operations Committee Meetings (Schedule can be found [HERE](#))
- Submit agency contact (~~January 10~~) (February 17)
- Submit approval of FTE (~~January 16~~) (February 17)
- Submit Workforce System budget information (January 23)
- Attend WDB Operations Committee Meeting (February 10)
 - Review Infrastructure Budget and previous year’s reconciliation
- Submit Direct Linkage Checklist updates (~~March 1~~) (February 17)
- Submit MOU document edits/comments/recommendations (~~March 15~~) (February 28)
- **Schedule individual phone call with Workforce Development (Feb – March)**
- Attend WDB Operations Committee Special Meeting (April 14)
 - Review MOU template
 - Review MOU budget
- Receive MOU for signature (~~April 16~~) (March 13)
- Attend WDB Board Meeting (April 27)
 - MOU Partner Presentation & WDB Approval
- Email signature page to jseirno@lakecountyil.gov (~~May 26~~) (May 4)
- Final MOU distributed to partners (July 1)

Program/Funding Partner Agencies – Updates Due February 13, 2023

** The below information is populated with the contacts. Please make any modifications necessary and submit these to jserino@lakecountyl.gov with justification noted.*

This is the list of programs and required partners as noted during the last MOU process with some changes based on new information. The identified contacts are responsible for assisting with the completion and negotiations of the MOU. These are the individuals to Negotiate Local MOU on behalf of required partners in Lake County.

	Program/Funding	Identified Provider	Identified contact
1	Workforce Development - Adults – Employment & Training Title I	Lake County Workforce Development Department	Jennifer Serino
2	Workforce Development - Dislocated Workers– Employment & Training Title I	Lake County Workforce Development Department	Jennifer Serino
3	Workforce Development - Youth– Employment & Training Title I	Lake County Workforce Development Department	Jennifer Serino
4	Workforce Development - Trade Adjustment Act	Lake County Workforce Development Department	Jennifer Serino
5	ICCB - Adult Education & Family Literacy – WIOA Title II	College of Lake County	Marcy Thompson
6	Wagner-Peyser Act – WIOA Title III	IDES	Calvin Giles
7	Unemployment Insurance	IDES	Calvin Giles
8	Jobs for Veterans State Grants	IDES	Calvin Giles
9	Trade Reinvestment Act	IDES	Calvin Giles
10	ICCB - Career and Technical Education under the Perkins Act	College of Lake County	Marcy Thompson
11	Vocational Rehabilitation Services – WIOA IV	IDHS	Darryl Rader
12	TANF	IDHS	Edith Salinas
13	Senior Community Services Employment Program	National Asian Pacific Center on Aging (NAPCA)	Harris Lee
14	Second Chance Act	NA	NA
15	Community Services Block Grant Act	CAP	Darlene Johnson
16	Housing and Urban Development employment and training activities	Waukegan Housing Authority Lake County Housing Authority	Charles Chambers Heidi Semenek
17	Migrant and Seasonal Farmworkers	IDES	Calvin Giles
18	Job Corps Career and Technical education	Paul Simon Chicago Job Corps Center	Brittany Davis
19	YouthBuild education and job pathways	YouthBuild Lake County Youth Conservation Corp	Tameka Wilson Jennifer Yonan

Full-Time Equivalent (FTE) – update due February 13, 2023

* The below information is populated with the 2022 FTE. Please make any modifications necessary and submit these to jserino@lakecountyil.gov with justification noted.

When negotiating comprehensive one-stop center infrastructure costs, required partners commit several FTEs to the operation of the local one-stop delivery system. Number of FTEs agreed to cannot be less than .25 for a Program, multiple agencies can contribute towards that .25:

- Required partner FTE commitments will be based on demand
- Required partners commit a number of FTEs to the operation of the local one-stop delivery system.
- Required partners collect data throughout the program year to identify the demand for their program's services at the comprehensive one-stop center.
- Each required partner's FTE commitments are based on demand for services the prior year and expected new needs for the coming budget year.

State Agency	Program Partner	Agency	Onsite FTE	Direct Linkage	Total FTE	
Commerce	Title I – Adult, Youth, DW	Workforce Development	6	6	12	
	TAA		1		1	
	CSGB	Community Action Partnership	0	.25	.25	
IDES	Title III – Wagner Peyser	IDES	1.75		1.75	
	Veteran Services	IDES	2		2	
	UI Comp Program	IDES		.25	.25	
	TRA	IDES		.25	.25	
	MSFWs	IDES	.25		.25	
ICCB	Title II – Adult Ed	College of Lake County	.5	.25	1.13	
		Mundelein High School		.25		
		Highland Park High School		.13		
	Career & Tech Ed - Perkins	College of Lake County		.25	.25	
DHS	Title IV – Voc Rehab	Waukegan Field Office	.5	.5	1	
	TANF – DHS	Waukegan Field Office	.25		.25	
Aging	SCSEP	National Asian Pacific Center on Aging (NAPCA)	.25		.25	
DOC	Second Chance	NA	0	0	0	
	YouthBuild DOL	YouthBuild Lake County		.125	.125	
		Youth Conservation Corp			.125	.125
	HUD	Waukegan Housing Authority			.125	.125
		Lake County Housing Authority			.125	.125
	JobCorps	JobCorps	1		1	
TOTAL FTEs			13.25	8.88	22.13	

Cost Sharing Agreement – UPDATED w/Title I shared costs

Sharing System Costs

All mandated partners under WIOA are required to use a portion of their program funds to pay additional costs related to the operation of the one-stop delivery system in the local workforce area. Cost examples include costs related to local board functions, costs to promote integration of services including business services, Job Center receptionist services, resource room materials and staffing costs.

As a required partner, please identify any local delivery system cost that is specific to the Job Center of Lake County or that is spread across all service locations in the local area.

Please respond with your partner local delivery system costs associated with allowable expenses. Workforce Development has filled in the expenses and descriptions below for WIOA Title IB budget associated with the allowable expenses.

MOU System Costs:

Shared Services Costs specific to the Job Center	Title I Budgeted Costs	Description	Title I budgeted costs included in Cost Sharing Agreement
One Stop Center Reception	\$26,366	.5 FTE (WDD Employee)	\$26,366
Resource Materials	\$8,500	Unify – Job Center Partners Webpage	\$8,500
Resource Room Staffing	\$125,623	.75 FTE (WDD Resource Room Career Specialist) .8 FTE (Job Center Supervisor)	\$125,623
Business Services	\$85,286	1 FTE (WDD Employment Specialist)	\$85,286
Dues & Subscriptions	\$2,725	Career Directors International – Job Center Supervisor Subscription	\$2,725
<u>Costs Related to local workforce board functions</u>			
Salary, benefits and other	\$125,989	1 FTE (WDD employee)	
Board Meeting Costs	N/A		
Audit costs of incorporated boards	N/A		
Errors and omissions insurance	N/A		
Costs associated with marketing	\$11,300	25% of Pat Davis Marketing	
Costs of Strategic data gathering, and analysis projects intended to isolate	\$16,500	EMSI Burning Glass – LMI Tool	
Regional work and partner integration	\$14,000	Workforce Partners of Metropolitan Chicago Regional Work	\$14,000
<u>Costs to Promote Service</u>			
United Way 2.1.1	\$5,000		\$5,000
Joint Training			
Customer Satisfaction Measurement			
Customized Other Costs			
Total:	\$471,289		\$267,500

Infrastructure Costs –

Infrastructure costs are calculated based on the square footage of the Job Center resource room and training rooms plus common areas. Infrastructure costs are paid directly by the LCWDD using WIOA Title I funds. Required partners must make a cash contribution to the infrastructure costs based on their negotiated FTE.

Infrastructure Costs	2020 Expenses	2021 Expenses	2022 Budget	2023 Planned	Variance
	7.1.20 - 6.30.21 Actual	7.1.21-6.30.22 Actual	7.1.22-6.30.23 Budget	7.1.23-6.30.24 Budget	2023 vs. 2022
Facilities Costs					
Lease Cost	83,099.34	87,024.04	87,025.00	87,025.00	-
Security Services	33,313.02	44,274.00	43,200.00	45,360.00	2,160.00
Cleaning Services	6,265.20	6,662.14	6,624.00	7,153.92	529.92
Gas/Electric HVAC	16,324.75	12,073.44	14,685.00	13,910.00	(775.00)
Parking	14,137.20	14,508.78	14,805.00	14,805.00	-
Technology Costs					
Equipment Rental (Copiers & Fax)	4,796.63	5,029.70	4,320.00	4,650.00	330.00
Office Supplies					
Total Infrastructure	157,936.14	169,572.10	170,659.00	172,903.92	2,244.92

One Stop Operator Costs –

The cost associated with the One Stop Operator (OSO) is an allowable expense that is included in the annual cost sharing agreement budget. The Workforce Board has negotiated these costs to be 100% covered through the WIOA Title IB funding in previous MOUs. The Workforce Development Board just completed a new procurement process the One Stop Operator and the Workforce Board will award a new four-year agreement beginning July 1, 2022. The OSO RFP established a maximum budget of \$50,000 and the budget is typically personnel costs. With this new OSO cycle the cost of the OSO will be included in the annual cost sharing agreement to be included in negotiations with each partner. The budget included in the MOU is the budget received with the proposal, but final evaluation and negotiations have not been completed.

	2020 Expenses	2021 Expenses	2022 Budget	2023 Planned	Variance
	7.1.20 - 6.30.21	7.1.21-6.30.22	7.1.21-6.30.22	7.1.23-6.30.24	2023 vs. 2022
One Stop Operator Costs	-	-	46,455.00	46,455.00	-