



Executive Committee Meeting
Wednesday, February 22, 2023, at 8:30 AM
Minutes
UCC
2100 Norman Drive W
Waukegan, Illinois

Present: Michael Darling, Tim Dempsey, Jennifer Harris, Ann Maine, Carlotta Roman, Jennifer Serino, Andrew Warrington, Kim Wimer

Absent: Laura Crivlare, Michael Karner, Dennis Kessler, Lori Suddick

I. Meeting Opening

- 1. Call to OrderKim Wimer, Chairwoman

Meeting called to order: 8:39 A.M.
Quorum: Yes

- 2. No Public Comment

II. Chairwoman's Report

- 1. Welcome new Executive Committee Members Attachment A

Welcome Michael Darling as the new chair of the Employer Connections Committee and a new member of the Executive Committee. Mike Karner joined us back in December as he is the new chair of the Talent Pipeline Committee.

- 2. 2023 Executive Committee Meeting Schedule

Ann Maine is unable to attend this standing meeting due to a conflict with her Lake County Board committee meetings. It is important that Ann be part of the Executive committee. Members of this committee were asked if they could adjust their schedules. Ann has communicated that Mondays and most Fridays are good. We will identify dates for the next 4 months and reschedule the committee meeting. Let Jennifer know if there are any times/days that will not work for you.

III. Consent Agenda

Approve:

- December 2022 Executive Committee Meeting Minutes Attachment B
Lake County Partners' Salesforce Agreement 2023 Attachment C
Pat Davis Design Consulting Agreement for the WDB Strategic Outreach and Communication Plan Attachment C-1

Motion to Approve: Member Warrington
Second: Member Dempsey
All in favor: Motion carried

Discussion:

The Lake County Partners agreement is an agreement for the use of Salesforce exclusively. Workforce Development (LCWD) would reimburse 1/3 of the monthly LCP Salesforce consultant agreement with LCP and CLC paying the other 2/3. Workforce Development would reimburse for the annual license fee per license and currently that is 8 licenses. This is the CRM tool currently being used by all three partners of the ecosystem. Committee members requested LCWD do due diligence in researching additional CRM tools and what other workforce systems are using and bring the information back to committee before the next LCP renewal.

IV. Discussion Item

1. Diversity, Equity, and Inclusion (DEI)

- Equity Taskforce

Member Roman lead a discussion on reclassifying the Equity Taskforce versus a standing committee.

- *Moving the DEI Taskforce to a Committee will be tabled until 2024*
- *Current Taskforce work is focused on customer experience.*
- *Committee Members agreed that DEI is an imperative that will be housed with the WDB's Vice-Chair*

2. Funding and Budget Strategies

- Budget policies

Begin discussions at the next Executive Committee on budget policies in preparation for the budget approval process in June.

3. Workforce Board WIOA Youth Plan

- U.S. DOL, Youth Systems Building Academy [Attachment D](#)
The Lake County YSB Academy application was selected by US DOL and a team from partnering agencies will be working with DOL to create a plan and strategies to better serve youth. The team will be going to Washington DC in March to begin the work with DOL.

4. Industry Trends/Career Pathways

- Community & system engagement opportunities

It's important the team and board members continue to be part of discussions and meetings pertaining to industry, business development, talent, career pathways and workforce development. This strategy will be a priority in the budget process.

5. Workforce Board Member Engagement

- Committee Co-Chairs

As an effort to develop more business leaders in board leadership roles.

- *Create vice-chairs for each of the committees.*
- *Recruit business leaders as vice-chairs*
- *Don't require vice-chairs to serve on the Exec Committee but invited to attend*

6. Marketing and Communications
 - New bid process and vendor selection update

Approval for Pat Davis Design agreement will go to the board tomorrow and then to the County Board for approval in March.

V. Updates and Information

1. Workforce Board staffing plan
 - *Chairwoman Wimer shared that she and Carlotta met several weeks ago with Jennifer and Laura to discuss staffing plans*
 - *Jennifer is approaching this as a time to develop someone into this role and creating a more inclusive team approach around the functions of the job.*
 - *Jennifer will be leading out the job functions while working with Emily Mitchell over the next couple of months.*
2. NAWB Forum 2023
 - *Chairwoman Wimer indicated that we didn't get a write-up completed in time to submit a nomination; we will get it done for next year.*

VI. Upcoming Board & Committee Meetings

1. Workforce Development Board Meeting – Thursday, February 23, 2023, at 8:00 AM
2. Executive Committee Meeting – Wednesday, March 8, 2023, at 8:15 AM
 - *Chairwoman Wimer indicated that we are working through Executive meeting dates/times, expect an email in the next week to see your availability for Wednesday, March 22nd.*
 - *The Board meeting will be at the CLC Lakeshore Campus tomorrow and there will be a tour of the new building immediately following the meeting.*

VIII. Adjournment

Motion to adjourn: Member Dempsey
Second: Member Roman
Meeting adjourned: 9:38 A.M.