



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.*