



Operations Committee
Meeting Minutes
Monday, October 17th, 2022, at 9:00 AM

Job Center of Lake County
1 North Genesee Street, Waukegan, IL 60085

Present: Laura Crivlare, Eva Locke, Reni Mitkova, Jennifer Serino, Jennifer Yonan, Darryl Rader, Marcy Thompson, Edit Salinas

Absent: Heidi Semenek, Tameka Wilson, Hector Sanchez, Susan Feltz, Brittany Davis, Harris Lee, Suzanne Klauke

I. Meeting Opening

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

1. *Call to order at 9:08 A.M.*
There is not a quorum.
2. *No public comment.*
3. Chairwoman’s Report..... Laura Crivlare
 - Welcome and Introductions
 - [2022 Service Provider of the Year Award](#) – Lake County Workforce Development

Congratulations to the LCWD Team on receiving the 2022 Service Provider of the Year award from the Coalition to Reduce Recidivism. The award recognizes Lake County Workforce Development’s service for partnering with Waukegan Township and community partners, to provide equitable services to all that provide re-entry assistance.

II. Consent Agenda

1. Approve the May 2022 Operations Committee Meeting Minutes. [Attachment A](#)
2. Approve the 2023 Operations Committee Meeting Schedule. [Attachment B](#)
3. Review the LWIA 1 - Required Job Center of Lake County MOU Revisions. [Attachment C](#)
4. Review Job Center of Lake County’s quarterly report: July 2022 to September 2022. [Link](#)

A discussion to change the meeting days and times to correspond with the Quarterly Cross-Training events. The committee meeting would then be 2-hours. The committee meeting day would change from Monday meetings to Friday morning meetings. There will be five meetings held on the 3rd Friday of each month. The quarterly Cross-Training events with the Job Center Partners will be a hybrid meeting (in-person or virtual). The cross-training dates have not been scheduled for 2023. Laura will work with Eva to schedule on the dates.

The Revive Program is a training program that provides returning citizens with the essential skills needed to ensure success in the labor force.

The Job Center of Lake County LWIA 1 PY 2023 MOU revisions include 4 requirements: Pre-program Year Planning Form, start MOU cost sharing agreement reconciliation, progress report, and sign the MOU by May 31, 2023. The LCWD Board will work together to revise and resubmit. The MOU will be effective through June 30, 2024.

Action: Member Rader motioned to approve the consent agenda, and the 2023 Operations Committee Meeting schedule. Member Yonan seconded the motion.

All in favor.

Motion carried.

III. Job Center of Lake County Service Integration – Action Plan

1. A Year in Review: PY21 Job Center Report [Link](#)
2. Job Center of Lake County Integration Events and Outcomes

Member Locke gave the One-stop report for July 7, 2021 through June 30, 2022. The Job Center received over 4,700 calls, and 3,734 visitors onsite Job Center on the Move served 65 individuals.

A combined resource flyer with Job Center services and social services was created with five partner organizations. The partners were involved with distributing the resource flyer to perspective customers.

IV. Updates and Information

1. Family Centered Coaching

Speaker: Felicia Nixon-Gregory, Project Analyst, Lake County Workforce Development

The FCC learning journey Phase 2 has been completed. There are 3 phases. A shift in how we work with customers and four partner supervisors. It is a nine-month learning period and 10 months applying the training.

V. Upcoming Board & Committee Meetings

1. Operations Committee Meeting – TBD
2. Lake County Workforce Development Board Meeting – Thursday, November 17th, 2022

Laura Gergely will email the location of the Operations and LCWD Board meetings.

VI. Adjournment

Member Yonan motioned to adjourn the meeting. Member Mitkova seconded the motion.

Meeting adjourned at 10:00 A.M.