



Executive Committee Agenda

August 21, 2024, at 8:15 AM

Lake County Workforce Development

1 N. Genesee St. Waukegan, IL 60085

- I. **Call to Order** Kim Wimer, Board Chair
- II. **Public Comment**
- III. **Chairwoman’s Report** Kim Wimer
- IV. **Consent Agenda**
1. April 2024 Executive Committee Meeting Minutes Attachment A
- V. **Additional Updates as needed**
- IWIB Dr. Andrew Warrington
- NAWB Jennifer Harris
- International WD Delegation Jennifer Serino
- VI. **Action Items**
1. **Workforce Board Service Policy Recommended Modifications**
- On-The-Job-Training. Proposed policy [HERE](#) Attachment B
- WIOA Approval/Authorization to changes [HERE](#) (not attached, please use link)
2. Local Plan Updates Review for Approval – [Updated plan](#) (not attached, please use link)
- VI. **Regular Agenda**
1. IWIB Focus Groups
2. Workforce Development Month
3. Discussion of “[The Problem With ‘In Demand’ Jobs](#)” article
4. Strategic Plan Updates
5. Warn Notices
6. IWIB Award Nominations
- VII. **Upcoming Board & Committee Meetings & Events**
- Executive Committee** – September 18, 8:15am at Job Center
- Board of Directors Meeting** – September 26th, 8am at College of Lake County
- [2024 LCWDB Youth Symposium](#)** – September 26th following board meeting at CLC
- [Navi8 Lake](#)** – Youth Career Exploration Fair – October 30th at Lake County Fairgrounds
- VIII. **Adjournment**

Upcoming Dates

August	
1	Th
2	Fr
3	Sa
4	Su
5	Mo
6	Tu
7	We
8	Th
9	Fr Operations Committee Mtg.
10	Sa
11	Su
12	Mo
13	Tu Talent Pipeline Committee Mtg.
14	We Employer Connections Committee Mtg
15	Th
16	Fr Equity Task Force Mtg.
17	Sa
18	Su
19	Mo
20	Tu
21	We Executive Committee Mtg.
22	Th
23	Fr Youth Task Force Mtg.
24	Sa
25	Su
26	Mo
27	Tu
28	We
29	Th
30	Fr
31	Sa

September	
Workforce Development Month	
1	Su
2	Mo Labor Day
3	Tu
4	We
5	Th
6	Fr
7	Sa
8	Su
9	Mo
10	Tu
11	We
12	Th
13	Fr
14	Sa
15	Su
16	Mo
17	Tu
18	We Executive Committee Mtg
19	Th
20	Fr
21	Sa
22	Su
23	Mo Hire Lake County
24	Tu
25	We
26	Th Board Meeting
27	Fr
28	Sa
29	Su
30	Mo

October	
Manufacturing Month	
1	Tu
2	We
3	Th
4	Fr
5	Sa
6	Su
7	Mo
8	Tu Talent Pipeline Committee Mtg.
9	We
10	Th
11	Fr Equity Task Force Mtg
12	Sa
13	Su
14	Mo Columbus Day
15	Tu
16	We Employer Connection Committee Mtg.
17	Th Executive Committee Mtg.
18	Fr
19	Sa
20	Su
21	Mo
22	Tu
23	We
24	Th
25	Fr Youth Task Force Mtg.
26	Sa
27	Su
28	Mo
29	Tu
30	We
31	Th



Executive Committee Minutes

April 10, 2024, at 8:00 AM
Lake County Workforce Development

Present: Kim Wimer, Ann Maine, Carlotta Roman, Andrew Warrington, Jennifer Serino, Dennis Kessler, Tim Dempsey, Laura Crivlare, Jennifer Harris

Absent: Michael Karner, Lori Suddick

I. Call to Order

Kim Wimer, Board Chair

The meeting was called to order at 8am.

II. Public Comment

There were no public comments

III. Chairwoman's Report

Kim Wimer

Chair Wimer conceded the floor to Board Member Marcus Jordan to share his experience at NAWB where he was the only labor representative attending the conference. Marcus shared that labor board representation was asked about many times and he, and LCWD staff were asked about the relationship between labor and our board. Marcus has, and will continue to advocate for labor involvement on WD boards.

Member Jordan shared that he had met with a Youth Taskforce from Tacoma who shared how they were reaching out to youth in malls and parks, as well as how they provided services to those youth.

IV. Consent Agenda

1. March 2024 Executive Committee Meeting Minutes

Motion to Approve: Member Warrington

Second: Member Maine

Discussion: No

All in favor: Motion carried.

V. Action Items

1. Approve the Workforce Innovation and Opportunity Act (WIOA) Four-Year Plan (2024 – 2028) for the Northeast Economic Development Region and the Local Plan [Link](#)

Motion to Approve:

Second:

Discussion:

All in favor: Motion carried.

2. Approve the PY'24 Job Center of Lake County Memorandum of Understanding Outcome Report of Annual Budget Negotiations for PY'24 [Attachment B](#)

Motion to Approve:

Second:

Discussion:

All in favor: Motion carried.

3. Approve Employer Incentive Policy
Apprenticeship Illinois Expansion Grant Fund (PY23) Policy
Motion to Approve:
Second:
Discussion:
All in favor: Motion carried.

4. Accept WIOA IE Grant Modification

Attachment D

Motion to Approve:
Second:
Discussion:
All in favor: Motion carried.

5. Accept Low to Moderate Income Eligible Individuals Grant

Attachment E

Motion to Approve:
Second:
Discussion:
All in favor: Motion carried.

VI. Regular Agenda

1. Budget Strategy

- Jennifer Serino provided budget updates for the current and next program years, showing expenditures versus allocated amounts.
- Training budgets were highlighted as typically being exceeded, and the new 10% variance reporting requirement was discussed.
- Industry-targeted budgets and expenditures for work-based learning programs were presented. Discussion led to further review of this area to ensure that the new budget will meet the needs of most needed industries. It was decided the board would focus on aligning future budgets with 5-year industry projections.
- Support services budgets were reviewed, noting underspending that was reallocated to training. The committee then discussed the process of notification and approval if the expenditures go more than 10% over budget.
- Individual Training Account budgets and obligations versus spending were shared.
- Challenges with fluctuating grant timelines and restrictions in relation to budget planning were addressed. Jennifer Serino shared that grants are often only approved for one year at a time, making it difficult to plan ahead when timelines are uncertain. Shifting between program year budgets, like from PY22 to PY23, impacts spending as grants and funding streams change throughout the year. This highlighted the difficulties grant timeline fluctuations create for long-term budget planning.
- Jennifer Serino requested the next meetings focus on presenting direct participant costs, specifically training budgets, as the board begins budget planning for the next program year.

VII. Additional Updates

1. IWIB

Dr. Andrew Warrington

Andrew Warrington provided an update on the Illinois Workforce Innovation Board (IWIB). Some key points he mentioned:

- IWIB had their systems building academy conference, where 9 workforce boards were invited initially and labor was included at those tables.
- For the second cohort of the academy, there was no labor represented at the tables, which is why the LCWDB session was highly attended as they were the only ones with labor present.
- IWIB has been having an extensive discussion about replacing the current head of IWIB, as there was a changeover in the governor's staff who was previously part of IWIB leadership.
- Ensuring longevity in the replacement position will be important from a strategic perspective.

2. NAWB

- *The annual NAWB forum was recently held and was sold-out.*
- *NAWB is one year away from hosting the forum in a new location outside of DC, looking to potentially take it on the road to a different part of the country.*
- *The board is still onboarding the new NAWB CEO following some recent staff changes.*
- *NAWB will be crafting a public response to the proposed 50% training funding threshold, which is a concern especially for smaller, rural boards.*

VIII. Upcoming Board & Committee Meetings

The following meetings were shared;

- Workforce Development Board Meeting – May 9, 2024
- Executive Committee Meeting – May 15, 2024

IX. Adjournment

The meeting was adjourned at 9:30am

POLICY 7: ON-THE-JOB TRAINING**I) Purpose**

This policy provides information and guidelines to assist the W.D.D. in implementing OJT programs.

II) References

Illinois workNet e-Policy Chapter 7, Section 3: Training Provider and Training Program Eligibility
WIOA Section 134
WIOA Policy 15-WIOA-5.2.1.1

III) Terms

OJT is training that is provided by an employer to a paid participant while engaged in productive work in a job that provides the knowledge or skills essential to the full and adequate performance of the job. OJT programs must provide potential new employees, or active underemployed employees (adults, dislocated workers or eligible youth, when appropriate) with the opportunity to acquire new skills or knowledge essential to job performance .

IV) Policy**a) Funding Guidelines**

- i)** The W.D.D. is responsible for administering the OJT Program.
- ii)** Reimbursement is provided to the employer to pay for the extraordinary cost of the training and additional supervision. W.D.D. is responsible for negotiating the reimbursement rate based on the hiring hourly wage, the negotiated number of training hours and the negotiated rate of reimbursement.
- iii)** The allowable reimbursable rate cannot exceed a rate of 50% of the hourly wage.
- iv)** Reimbursement rate up to 90% when taking into account the following factors:
 - (1) The characteristics of the participants taking into consideration whether they are individuals with barriers to employment which is defined as a member of 1 or more of the following populations:
 - (a) Veterans
 - (b) Displaced homemakers
 - (c) Low income individuals
 - (d) Individuals with disabilities
 - (e) Older Individuals
 - (f) Out of School Youth
 - (g) Ex-Offenders
 - (h) Homeless Individuals
 - (i) Participant is unemployed 26 weeks or longer, or
 - (j) The training will lead to an industry recognized credential
 - (k) **50 or less employees- and all of these factors would allow for a 90% OJT reimbursement rate (new)**
 - (2) The number of full-time employees
 - (a) Employer Size and Rate
 - (i) **1 to 50 90% of hourly salary eligible for reimbursement (Updated from 1-300 to 1-50 for 90% reimbursement)**
 - (ii) **51-300 employees up to 75% of hourly salary eligible for reimbursement (Updated from 1-300 employees)**

(iii) 301 or more 50% of hourly salary eligible for reimbursement (NEW)

b) Employer Eligibility

- i) OJT may be provided under a contract with an employer in the public, private non-profit, private sector, which includes staffing agencies that temp to hire. The W.D.D. is responsible for ensuring the employer meets the criteria and is suitable for an OJT program. Employers selected as OJT contractors must meet the following program guidelines:
- (1) The employer must not be involved in a current labor dispute and must not have a history of frequent layoffs.
 - (2) The employer must not utilize an OJT contract to displace currently employed workers or to reduce the hours of those employed below their normal schedule.
 - (3) An OJT contract cannot be written for a position in which a worker is currently on layoff or for a position that will deny a current worker promotional opportunity.
 - (4) The employer must address the skills identified and goals identified within the individualized service employment training plan.
 - (5) Temp-to-hire agencies and the host employer will hire the participant within a five-month time frame when utilizing staffing agencies. The placement by the staffing agency must be full time as defined by the host employer.
 - (6) The wage provided by the employer to the OJT participant must be at least equal to the federal, State or local minimum wage (Fair Labor Standards Act), but the W.D.D. will ensure all wages are equitable as it pertains to the identified occupation and training plan.
 - (7) Employer is not eligible if the OJT is for seasonal employment.
 - (8) Employer must address the skills gaps specific to the individual and there is appropriate supervision.
 - (9) Employer must be in a targeted industry identified by the W.D.B. The PY2016 Industry Targets are: Healthcare, Manufacturing, Logistics and Transportation, I.T., Finance and Business. Exceptions can be made on a case by case basis depending on the local needs of Lake County.

c) Participant Eligibility

- i) An OJT contract may be written for an occupation that requires a period of significant training and instruction to acquire specific skills and knowledge. The W.D.D. is responsible for assessing that the position meets the criteria.
- ii) The position must be in an occupation that is demand, local employer need within the company's given industry, or is anticipated to be in demand. This will be reviewed by the W.D.D. staff to approve employer demand.
- iii) OJT participants must be determined eligible for each applicable funding source and have worked with the career planner to complete an I.E.P.
- iv) An employee in OJT may work overtime hours, but overtime hours are not eligible for wage reimbursement.
- v) OJT may be used to train an underemployed customer who currently works at the OJT employer only if the OJT elevates that employee to reach at least a self-sufficient wage through skill upgrade training that relates to any of the following:

- (1) The employee is not earning a self-sufficient wage, which is currently \$14.00/hr. to be determined self-sufficient.
 - (2) The OJT relates to the introduction of new technologies, new production or service procedures, an upgrade to a higher-skilled position requiring the individual to learn additional skills.
 - (3) Other appropriate purposes identified by the LWIA and/or the W.D.B.
- d) Customer Eligibility
- i) The W.D.D. is responsible for an individual customer's eligibility, and intake and referral; it will evaluate the client's appropriateness and job readiness for the OJT.
 - (1) The individual must meet the current eligibility criteria as defined by WIOA under the adult, dislocated worker or youth definitions.
 - (2) The individual must be 18 years of age or older.
 - (3) The individual must have an I.E.P. documenting that an OJT is an appropriate activity.
 - (4) OJT may be provided to eligible unemployed individuals with WIOA adult, dislocated worker or youth funds.
 - (5) OJT may be provided to eligible employed individuals with WIOA adult funds if the individual's income falls below 70% of the LLSIL for an individual living in Lake County, as published by D.O.L.
- e) Training Plan
- i) OJT training is provided to enable an individual to become skilled and knowledge while on the job. OJT is not intended to last until the participant has achieved mastery of the occupation. The W.D.D. is responsible for working with the employer to develop an individualized skills acquisition training plan.
 - (1) The OJT plan cannot exceed six months or 1000 hours including any additional time spent in related classroom training during which wages are paid to the OJT employee/participant by the OJT contractor/employer.
 - (2) Training plans may exceed six months or 1000 hours in the event of unavoidable and/or authorized absences including holidays, vacations, illness, and/or temporary shutdowns.
- f) Monitoring
- i) The employer agrees to cooperate with monitoring and reporting efforts as required by WIOA legislation, including award letter questions addressed in the work-site and training plan agreement document and agree to a monitoring during the span of the OJT. The W.D.D. will verify reimbursement request, hours worked, rate of pay by reviewing invoices, payroll ledgers, and or timesheets, and other documentations that are permitted prior to reimbursement.