



Agenda

Thursday, November 21, 2024, 8:00 AM

University Center

1200 University Center Dr, Grayslake, IL 60030

I. Call to Order

II. Public Comment

III. Chair Report

IV. Consent Agenda –

1. [June 2024 Board Meeting Minutes](#) Attachment A
2. [2025 Meeting Schedule](#) Attachment B
3. Approve the Job Center of Lake County PY'24 MOU Modifications
 - [Summary of Changes](#) Attachment C
 - [Final MOU](#) Please use link

V. Action Items

1. Approve The [Lake County Workforce Development Board 2025 -2030 Strategic Plan](#) Attachment D

VI. Updates/Announcements

1. State and Federal Updates
2. Committee Updates

VII. Presentations

1. Climate Equity Jobs Act
2. National Apprenticeship Week

VIII. Upcoming Board & Committee Meetings

February 27, 2025 (If approved)

IX. Adjournment

Minutes
Thursday, June 27, 2024
Waukegan Park District

Present: John Castillo, Mary Ross-Cunningham, Josh Fischer, Ed Gallagher, Jennifer Harris, Lisa Johnson, Dr. Darryl Rader, Carla Schroeder, Jennifer Serino, Dr. Tasha Shell, Dr. Lori Suddick, Ken Swanson, Andrew Warrington, Kimberly Wimer, Dr. Carlotta Roman, Troy McIntosh, Ann Maine, Dennis Kessler, and Marcus Jordan, Noelle Kischer-Lepper.

Absent: Kevin Considine, Laura Crivlare, Timothy Dempsey, Carrie Espinosa, Yvette Ewing, Christine Hammerlund, Michael Karner, Demetri Katsulis, Kristi Long, Jennifer Robbins, Julie Savitt, and Kathy Nellis.

- I. **Call to Order**Kim Wimer, Chairwoman
- II. **Public Comment**
- III. **Chairwoman’s Report**.....Kim Wimer
- IV. **Reports**

The board had a lengthy discussion about concerns regarding the proposed changes to the Workforce Innovation and Opportunity Act (WIOA) through the reauthorization process. Jennifer Harris provided background on the bills that have passed the House and Senate. Key concerns expressed included:

- *Both bills allow governors to take 10% of federal workforce funds without designating the purpose, reducing local budgets. This could negatively impact services for those most in need.*
- *Language gives governors power to override local control through consolidation or redesignation of workforce boards against local officials' wishes.*
- *Bills lack flexibility for local boards to address unique community needs, which goes against the philosophy of local control and private sector representation.*

Board members discussed the importance of advocacy, including outreach to employers to emphasize how the current system works well and flexibility is needed. Data on potential budget and client impacts was suggested. Meeting with legislators was proposed to voice concerns from the local perspective. The discussion highlighted the board's priority of maintaining local decision making and flexibility to effectively serve their region's workforce needs. Concerns were raised that the proposed changes could reduce their ability to be responsive partners.

It was determined that Board Coordinator, DJ Newport would draft letters that could be sent to senators from board members, staff and employers.

V. Consent Agenda

- May 2024 Lake County Workforce Development Board Minutes
 - *Motion to Approve: Member Roman*
 - *Motion seconded: Member Warrington*
 - *Motion carried unanimously*

VI. Action Items

- **Approve Budget Strategies**

Motion to Approve: Member Rader

Motion seconded: Member Maine

Motion carried unanimously

- **Approve the Nominating Committee's Recommended Slate of Officers for PY24**

Motion to Approve: Member Rader

Motion seconded: Member Johnson

Motion carried unanimously

- **Approve Grant Plan for PY24**

Motion to Approve: Member Roman

Motion seconded: Member Maine

Motion carried unanimously

VII. Regular Agenda

- DEI Task Force Sunsetting

There was a decision to sunset the DEI Task Force and bring in a consultant for the next phase of work. This consultant would focus on integrating equity into board initiatives, strategies, and outcomes. The board recognized the importance of building on the work already completed by the DEI Task Force, led by Carlotta and her committee. The consultant would provide insight into improving current practices within the board and job centers.

- Committee Chair and Vice Chair Position

The board discussed the importance of planning for future transitions in leadership, particularly for the chair and co-chair positions. Ensuring that successors are prepared and that leadership transitions are smooth was a priority, especially given the ongoing DEI initiatives.

The discussion expanded beyond just the executive level, with a focus on building a pipeline for future leaders across various levels of the organization. This included considering long-term succession planning that ensures the board remains effective and aligned with its goals, even as leadership changes occur.

Succession planning was also viewed through a DEI lens, with an emphasis on ensuring diverse representation in future leadership. This approach aimed to ensure that equity and inclusion are central to the board's future direction and leadership

VIII. Presentation

- Waukegan Park District – Summer Youth Employment Program

Highlights of the presentation by Waukegan park District Included:

- *The **partnership began in 2016** when Jennifer reached out to collaborate with the park district, and they have now completed their **eighth year** of participation.*

- Over **117 youth** have participated in the program, working in various departments, including the **Parks Department, Field House, summer camps, and the Jack Benny Center.** Attachment A
- Many of the youth workers were between **14 and 15 years old** when they started. Several youth workers transitioned into **part-time employment** with the park district, and **two individuals** have progressed into **full-time positions** as a mechanic and a tradesperson.
- The park district emphasized how the program has **helped meet employment needs** while providing significant benefits to the youth, including the development of **professional skills** and creating career pathways.
 - Youth workers also gained hands-on experience in facilities across the district, including **51 parks.**

IX. **Announcements**

- *The Job Center on the Move program has been expanded from four to eight sites, including new locations like Avon Township, Highwood Library, and Community Center, which serve a large immigrant population. This initiative has already seen success, with some individuals walking into the Job Center for further assistance after being connected through these mobile efforts.*
- *Plans for purchasing virtual reality (VR) technology were discussed. The VR headsets will help bring more excitement and career awareness for youth across the county, and Lake County partners are eager to explore this new technology for educational and career exploration purposes.*
- *A report on Opportunity Youth in Lake County revealed an increase in disconnected youth, from approximately 8,000 to 11,000. There will be a large event in August or September to unveil the findings and establish ways to pass funding through community agencies that support these youth*

X. **Updates/Other Items**

- Round Lake Job Fair
- Strategic Plan Update

XI. **Adjournment**

The meeting was adjourned at 9:42 A.M.

Lake County Workforce Development Board of Directors 2025 Meeting Schedule	
Board of Directors	
Thursday, February 27, 2025	8:00 a.m.
Thursday, April 17, 2025	8:00 a.m.
Thursday, June 26, 2025	8:00 a.m.
Thursday, September 25, 2025	8:00 a.m.
Thursday, November 13, 2025	8:00 a.m.
Executive Committee	
Wednesday, January 15, 2025	8:15 a.m.
Wednesday, February 19, 2025	8:15 a.m.
Wednesday, March 19, 2025	8:15 a.m.
Wednesday, April 16, 2025	8:15 a.m.
Wednesday, May 21, 2025	8:15 a.m.
Wednesday, June 18, 2025	8:15 a.m.
Wednesday, July 16, 2025	8:15 a.m.
Wednesday, August 20, 2025	8:15 a.m.
Wednesday, September 17, 2025	8:15 a.m.
Wednesday, October 22, 2025	8:15 a.m.
Wednesday, December 17, 2025	8:15 a.m.
Operations Committee	
Friday, January 10, 2025	9:00 a.m.
Friday, March 14, 2025	9:00 a.m.
Friday, May 16, 2025	9:00 a.m.
Friday, August 8, 2025	9:00 a.m.
Friday, October 3, 2025	9:00 a.m.
Employer Connections Committee	
Tuesday, January 21, 2025	9:00 a.m.
Tuesday, March 18, 2025	9:00 a.m.
Tuesday, August 19, 2025	9:00 a.m.
Tuesday, October 21, 2025	9:00 a.m.
Talent Pipeline Committee	
Tuesday, January 14, 2025	8:00 a.m.
Tuesday, March 11, 2025	8:00 a.m.
Tuesday, August 12, 2025	8:00 a.m.
Tuesday, October 14, 2025	8:00 a.m.
Finance and Compliance Committee	
Tuesday, July 15, 2025	8:00 a.m.
Tuesday, November 18, 2025	8:00 a.m.



The following changes have been made to enhance clarity, ensure compliance, and improve the overall effectiveness of our Memorandum of Understanding (MOU). These updates reflect our commitment to meeting regulatory requirements, streamlining processes, and better serving our stakeholders. Each modification is intended to strengthen our operational framework and support our workforce development initiatives.

The final MOU can be found [HERE](#)

- **Purpose Statement:** Added a clear purpose to the document for better understanding. *(Page 2)*
- **Staffing Alignment:** Updated staffing numbers for consistency across sections. *(Page 7)*
- **Service Delivery Description:** Included details on how services are provided, emphasizing direct assistance methods. *(Page 7)*
- **In-Person Event Management:** Outlined plans for holding in-person events, including capacity limits and customer flow management. *(Page 7)*
- **Signage and Roles Specification:** Clarified roles for staff and security, including clear signage for walk-in and appointment-based services. *(Page 7)*
- **On-Site Services Update:** Adjusted descriptions to reflect that certain services are available on-site rather than remotely. *(Page 7)*
- **Waiting Line Management Plan:** Included a strategy for handling potential waiting lines outside the facility. *(Page 14)*
- **Financial Contributions Table:** Expanded the table to include all partner cash contributions for transparency. *(Pages 23-34)*
- **Cost-Sharing Details:** Added missing payees in shared cost sections of the budget for clarity. *(Pages 23-34)*
- **Submission Requirements:** Confirmed all required signature pages and checklists have been submitted for compliance. *(Page 5)*

Strategic Plan Top Priority Themes



Aim to enhance workforce **inclusivity**



Address industry needs through improved stakeholder and business **relationships**



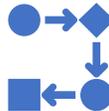
Promote economic **growth**



Streamline data-driven **talent development**



Expand **youth employment** by building early connections and career-aligned experiences



Emphasize the importance of collaboration, engagement and **results-oriented action**

Mission

To ensure a workforce equipped for today and prepared for tomorrow.

Vision

To be a leader in the workforce development system that produces a highly skilled workforce and powers Lake County's economic vitality and quality of life.

Key Imperatives

Data-Driven Objectives

Drive scalable, industry-led workforce solutions	Strengthen partnerships with key industries and small businesses, aligning talent needs with workforce initiatives.
	Expand access to economic and workforce opportunities through a seamless Lake County Workforce Ecosystem.
Create a culture of equitable prosperity	Establish access and opportunities in all communities.
	Tailor programs to meet individuals at their unique starting points and empower all to succeed.
	Unify a strategic network of workforce partners.
Accelerate career pathways	Facilitate meaningful career and job exposure for high school students and young adults.
	Optimize investment in education, training programs and skill-building programs.
Foster excellence and accountability within a high-impact workforce board	Increase the Workforce Board's commitment in regional, state and national discussions.
	Drive continuous improvement to support sustainable growth and long-term financial stability.
	Empower the board to lead with greater impact and influence.

Key Imperatives

Data-Driven Objectives

Drive scalable, industry-led workforce solutions

Strengthen partnerships with key industries and small businesses, aligning talent needs with workforce initiatives.

Expand access to economic and workforce opportunities through a seamless Lake County Workforce Ecosystem.

Facilitate partnerships among economic development, education, and business sectors for a streamlined pathway from training to employment.

- a. Focus on engaging high-demand industries and supporting small businesses with an emphasis on minority and women-owned.
- b. Develop more apprenticeship opportunities across various industries in collaboration with key stakeholders.
- c. Strengthen connections and partnerships with labor and trade organizations.

Strengthen partnerships with high-demand and emerging industries through continuous engagement to align workforce initiatives with employer needs.

- a. Reinforce partnerships with industry associations and groups including the Manufacturing Alliance.
- b. Increase availability of employer training grants.
- c. Foster growth and development with emerging industries to expand the economy.

Build a collaborative ecosystem with education, business, and community partners to deliver seamless and holistic workforce solutions

- a. Strengthen connections with local chambers and develop collaborative convenings with partners and stakeholders.
- b. Implement action plans, communication strategies, and sustainable data-sharing agreements to optimize business outreach and measure outcomes.

Key Imperatives

Data-Driven Objectives

Create a culture of equitable prosperity

Ensure access and opportunities in all communities.

Tailor programs to meet individuals at their unique starting points and empower all to succeed.

Unify a strategic network of workforce partners.

Expand workforce services by increasing access points, and prioritizing underserved communities.

- a. Enhance the *Job Center on the Move* by leveraging community workers and advanced technology.
- b. Track and manage data to better understand and address community needs.

Create adaptable programs that support participants' personal and professional growth.

- a. Expand youth services across communities and agencies and formalize a consistent youth voice to inform program delivery.
- b. Ensure a welcoming culture for all job candidates
- c. Increase access to digital literacy, financial literacy, mental health, supportive services, and technology.

Drive a communication strategy that emphasizes the work of the Job Center partners and stakeholders.

- a. Increase outreach and recruitment through meaningful and robust communication tools.
- b. Create a unified message and strategies that resonate with all job candidates.
- c. Maintain an up-to-date information and engaging social media presence.

Execute the Service Integration Action Plan to strengthen partner collaboration and deliver cohesive services.

- a. Engage partners in the creation of sustainable progress plans to ensure the long-term success and impact of workforce development efforts.
- b. Foster a unified commitment to ongoing success and community growth.

Key Imperatives

Data-Driven Objectives

Accelerate career pathways

Facilitate meaningful career and job exposure for high school students and young adults.

Optimize investment in education, training programs and skill-building programs.

Expand the Summer Youth Employment Program to offer comprehensive job experiences and career readiness for youth countywide.

- a. Develop strategies to connect students to workforce opportunities early.
- b. Align summer job programs with internship opportunities and career-oriented experiences.
- c. Increase the availability of summer jobs by securing employer commitments and hands-on experiences.

Expand partnerships with high schools to develop STEM internships and career exploration opportunities for students.

- a. Introduce and support pre-apprenticeship and work-based learning programs to help youth gain foundational skills.
- b. Promote career awareness and early workforce readiness.

Work with educators and industry partners to deliver flexible programming.

- a. Expand short-term training programs that provide credentialing to meet immediate workforce needs.
- b. Ensure training programs are designed to lead to employment opportunities and high wages.
- c. Support training and education that connects individuals with high-growth industries, good job pathways, and skill-building for career progression.

Deploy job readiness and workplace essential skills training and framework.

- a. Promote instructor-led workshops and provide tools and technology to prepare individuals for the workforce.
- b. Collaborate with partners and stakeholders to deliver literacy programs.

Key Imperatives

Data-Driven Objectives

Foster excellence and accountability within a high-impact workforce board

Increase the Workforce Board's commitment in regional, state and national discussions.

Empower the board to lead with greater impact and influence.

Drive continuous improvement and effectiveness in services and programs.

Prioritize engagement strategies with board members, legislators, community leaders, and peers to drive impactful workforce policies and practices.

- a. Cultivate a pipeline of visionary leaders who bring expertise, insight, and unwavering commitment to the mission.
- b. Empower high-potential leaders through mentorship and cross-function experiences.
- c. Board members and directors are committed to influencing policy and driving change by serving on influential boards and committees.
- d. Establish the board as a key partner in policy discussions through proactive, transparent and data-driven communications with legislators and local elected.

Proactively secure funding from federal, state, and private sources to support workforce initiatives and ensure program sustainability.

- a. Diversify funding, reduce dependency on a single source, and ensure financial flexibility to enable advanced workforce solutions.
- b. Committed to maintaining the highest standards of financial integrity and compliance.

Drive a communication strategy that reinforces the Board and its members' role in shaping workforce development strategies.

- a. Develop and deploy meaningful communication tools that foster genuine engagement and inspire action.
- b. Establish a cohesive and unified messaging framework reinforcing our brand, increase awareness, and drive action.
- c. Maintain an active, responsive, and up-to-date presence across key platforms.

Create opportunities to share data, insights, and successful practices.

- a. Bring together industry, government, education, and community to ensure initiatives remain relevant, inclusive, and responsive.
- b. Ensure every meeting is purposeful, designed to maximize engagement through thoughtful discussion and with a focus on actionable outcomes.



**IWIB Work
will Focus
on Four
Priorities**

1. An inclusive workforce system that advances equitable prosperity for jobseekers and businesses
2. Clear understanding of and improved use and impact of the workforce system on jobseekers and businesses/employers
3. Strategic and close alignment between education, economic development, and workforce development
4. WIOA-funded services provide customers with access to quality jobs in leading and emerging industries and sectors