



LCWDB Operations Committee Meeting Minutes

Friday, May 16, 2025, at 9:00 am

Job Center of Lake County

1 N. Genesee St, Waukegan, IL 60085

Present: Kathy Brown, Laura Crivlare, Susan Feltz, Lisa Johnson, Eva Locke, Reni Mitkova, Dr. Darryl Rader, Edith Salinas, Heidi Semenek

Absent: Brittany Davis, Susanne Klauke, Hector Sanchez, Jennifer Serino, Tasha Shell, Tameka Wilson, Jennifer Yonan

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

*The meeting was called to order on **Friday, May 16**, at **9:06 AM** by Operations Committee Chairwoman Laura Crivlare.*

II. **Public Comment**

No public comments were made.

III. **Chairman's Report**

Operations Committee Chairwoman Laura Crivlare shared brief remarks regarding the ongoing uncertainty around the State budget. Allocations from the State are expected in the coming weeks. While the outlook remains unclear, Workforce Development is proactively planning for various scenarios. Emphasis was placed on preparing cautiously while maintaining stability in current programming.

IV. **Consent Agenda**

The Committee did not vote on the consent agenda due to multiple outstanding meeting minutes. Approval of past meeting minutes is deferred to the next committee meeting.

V. **Action Items**

- *Approval of the PY25 Job Center Memorandum of Understanding (MOU)*
 - i. *Motion to approve: Dr. Darryl Rader*
 - ii. *Motion seconded: Heide Semenek*
 - iii. *Motion carried unanimously*
 - 1. *Minor updated noted, including Section 13 and updated budget descriptions*
 - 2. *Emphasis on continued partner cooperation and efficient signature collection*

VI. **Regular Agenda**

- **Job Center Satisfaction Survey Results (January – March 2025)**
 - i. Quarterly goal of 50 responses; just below target but progressing steadily
 - ii. Positive comments noted on staff helpfulness, professionalism, and empowerment
 - iii. Most respondents identified as Black or African American, followed by Hispanic/Latino
 - iv. Mixed response formats: in-person and digital
- **Kiosk Usage Update**
 - i. Active use observed across multiple locations
 - ii. Peak usage at CLC Lakeshore campus, including after-hours traffic
- **Unify Referral System**
 - i. Active use and partner participation continue to grow
 - ii. Suggestion to enhance follow-up data on referrals to support co-enrollment tracking

VII. Announcements

- **Housing Services:** PADS and CPHA now stationed at the Job Center on Wednesdays
- **Mental Health Services:** Independence Center now present every Thursday morning
- **Job Center on the Move:** Expanded outreach to eight fixed sites, including Fremont Public Library and Warren-Newport Public Library
- **Professional Recognition:** Staff presented at the NAWDP Conference on outreach best practices

VIII. Updates/Other Items

- **Virtual Reality Headsets**
 - Career exploration tools now available; modules include CDL, Lineman, CNA, Chef, etc.
 - English and Spanish options available
 - Potential for classroom and career pathway use in bridge programs
- **Success Story**
 - DRS, College of Lake County, and Workforce Development partnered to train and place a machinist with LNT Andre using wage reimbursement support
- **Committee Praise**
 - Members recognized Lake County's strong cross-agency collaboration and exemplary model of integrated service delivery

IX. Adjournment

The meeting was adjourned at **9:47 AM**.