

**One Stop System Committee
Meeting Agenda
Monday, January 11, 2016 – 2:00 PM
Waukegan Job Center, One N. Genesee Street, Waukegan**

I. Call to Order

II. Approval of Minutes

III. Public Comment

IV. Chairman's Report

V. Old Business

VI. New Business

VII. Service Reports

1. Review of Monthly Job Center Reports
 - Staff will review the latest monthly report with the Committee.

VIII. Staff Report

2. Five-Step Workshop Update
 - Staff will provide an update on the Five-Step sessions.
 - The series is underway this week at Warren Newport Library. At last count, 60 individuals were registered for the series.
3. WIOA Four-Year Local Plan Update
 - Staff is working with the planning consultant on development of the new WIOA Four-Year Local Plan.
 - Public Meetings will be held on January 13th and 14th to provide an opportunity for public input.
 - Staff will review work completed to date as well as upcoming opportunities for Board Member involvement.
4. Memorandum of Understanding (MOU) Update
 - Pursuant to the provisions in WIOA, the State's Department of Commerce has developed new guidelines/policy regarding establishment of an MOU regarding the programs and services to be offered at the Job Center by the Job Center Partners.

- Discussions with the Job Center Partners for the MOU are underway in conjunction with the discussions involving development of the new Four-Year Plan.
- Staff will provide an update on activities and will also provide information on the timeframe for establishment of the MOU.

IX. Next Regular Scheduled Meeting – March 7, 2016

X. Adjournment

**One Stop System Committee
Meeting Minutes
Monday, November 9, 2015 – 2:00 PM
Waukegan Job Center, One N. Genesee Street, Waukegan**

Present: Sam Cade, Sylvia Johnson Jones, Jennifer Serino Stasch, Arlene Santos-George

Absent: Kurt Beier, Audrey Nixon, Bonnie Schirato, Victoria Schofield, Karen Stoneman

Staff: Gary Gibson, Eva Locke, Jennifer Everett and Bethany Williams

I. Call to Order

The meeting was called to order at 2:11pm.

II. Approval of Minutes

No actions were taken on the minutes because a quorum was not established.

III. Public Comment

None.

IV. Chairman's Report

None.

V. Old Business

None.

VI. New Business

1. 2016 Meeting Schedule
Gary Gibson shared the proposed 2016 meeting schedule.

VII. Service Reports

2. Review of Monthly Job Center Reports
Bethany Williams and Eva Locke presented the Job Center Report and shared that due to system changes and other issues, some of the data on the report is difficult or impossible to collect at this time. The Committee discussed the report structure and the types of information that would be helpful in terms of evaluating the health of the One Stop system. Member Johnson Jones shared that due to some shifts in the organizational structure at CLC, some of these data points are no longer relevant. Member Santos George indicated that as the programs of the core partners under WIOA become closer aligned, there may need to be different metrics on the report. Member Serino Stasch shared that hopefully as the systems that the core partners are using to enroll participants, track their progress and also report performance are integrated, some of

the reporting metrics will become less necessary because it will be easier for partners to get the data they need from an integrated system, but that system integration is probably a long way off. Bethany Williams will work with Member Johnson Jones to identify more opportunities to include data on activity in Grayslake in the meantime.

VIII. Staff Report

3. Five-Step Workshop Update

Eva Locke shared that the 5 Steps series ran in Round Lake Beach in September and Lake Forest in October.

4. Policy Updates

Bethany Williams presented the policy updates. Most of the updates are technical updates to change references from WIA to WIOA, but there are two exceptions. The first exception is a new Transition Policy. This policy is to address the issues that arise because programs are operating under WIOA even when federal regulations and state policy guidance under WIOA are not available. The Transition Policy indicates that where there is a lack of guidance under WIOA, programs and services will continue under the most recent guidance, even if that guidance might be from WIA.

The second exception is that there are substantive changes to the Individual Training Account Policy. These changes allow ITA funds to be used on both occupational training and any prerequisite coursework that is necessary and identified in the participant's Individualized Employment Plan (IEP). In the event that the prerequisite coursework causes the total costs of training to exceed that ITA funding cap, the drafted policy outlines an appeal process through the Executive Committee. The Committee discussed changing the appeal process so that the Director of the Workforce Development Director can make a decision on the appeal instead of the Executive Committee. An overall ceiling on ITA funds would be 150% of the applicable ITA cap.

IX. Next Regular Scheduled Meeting – January 11, 2016

X. Adjournment

The meeting adjourned at 3:20pm.