

**Executive Committee
Meeting Agenda
Wednesday, January 14, 2015 - 8:15 a.m.
Waukegan Job Center, 1 N. Genesee Street, Waukegan, IL**

- I. Call to Order**
- II. Approval of minutes**
- III. Public Comment**
- IV. Chairman's Report**
- V. Old Business**
- VI. New Business**
- VII. National Association of Workforce Boards**
- VIII. Staff Report**
 1. Review of Customer Satisfaction Survey Results - 4th Quarter 2014
 - Staff will review the results of the latest survey.
 - Responses were gathered from 114 individuals.
 2. Review of Web Analytics for December 2014 and 2014 Summary
 - Information on website usage for December and a 2014 Summary will be reviewed.
 3. Update on Business Services Contract with Lake County Partners
 - Staff will provide a brief status update on activities to date.
 4. Training Provider Accountability Sessions
 - Last year was the first year that selected training providers were asked to provide an overview of their programs in an open meeting.
 - This year, staff is working to hold its second session and is seeking input on what types of information would be valuable from a Board Member's perspective.
 5. 2015 Summer Youth Employment Program
 - The application period for this year's Summer Youth Employment Program will open on February 1st and will extend throughout the month.
 - The County Board authorized the 2015 Summer Youth Employment Program and allocated additional funds to total \$260,000 for the coming year.
 - Staff is working to expand the program to engage businesses as work sites and is seeking input from the Board on getting employer engagement.
 6. Update on Workforce Innovation and Opportunity Act (WIOA)
 - Staff received notice that the Draft Rules and Regulations will not be issued in January. The Department of Labor has indicated that the Draft Rules will be published in Spring 2015, while implementation is still set for July 1st.
 - Staff will discuss with the Committee activities to be undertaken without the guidance contained in the postponed Rules or accompanying Operational Procedures Manual.

7. Other Discussion Items

IX. Next Scheduled Meeting - February 11, 2015

X. Adjournment

**Executive Committee
Meeting Minutes
Wednesday, November 12, 2014, 8:15 a.m.
Waukegan Job Center, 1 N. Genesee Street, Waukegan, IL**

Present: Dennis Kessler, Todd Mundorf, Audrey Nixon, Bonnie Schirato, Jennifer Serino Stasch, Michael Stevens

Absent: Greg Burns, Tim Dempsey, J.A. Tony Figueroa, Ed Melton, Jerry Weber

Staff: Gary Gibson, Bethany Williams

I. Call to Order

Chairman Mundorf called the meeting to order at 8:34am.

II. Approval of minutes

Upon a motion by Member Kessler, which was seconded by Member Schirato, the minutes were approved by a vote of the Committee.

III. Public Comment

None.

IV. Chairman's Report

None.

V. Old Business

None.

VI. New Business

1. 2015 WIB Meeting Calendar
 - Gary Gibson presented the proposed meeting calendar for 2015.
2. High Priority Occupation List and Policy - Proposed New Policy
 - Bethany Williams presented the draft High Priority Occupation Policy and List. The List was developed utilizing Lake County's Comprehensive Economic Development Strategy, labor market information and historical job placement data. The List includes 86 occupations in 12 career fields.
 - Upon a motion by Member Stevens, which was seconded by Member Kessler, the policy and list were approved by a vote of the Committee.
3. Trips and Training Policy - Proposed New Policy
 - Gary Gibson shared the draft Trips and Training Policy. Rather than setting a fixed cap for spending on trips and travel, the new policy sets parameters for trips and travel and calls for the WIB to set a budget annually based on the funds available.
 - This is the first in what will be a series of budget related policies. The WIB will play a more active role in the budget process going forward.
 - Upon a motion by Member Kessler, which was seconded by Member Nixon, the policy was approved by a vote of the Committee.
4. On-The-Job Training Policy - Proposed Amendment
 - Bethany Williams reviewed the technical amendments to the OJY Policy.
 - Upon a motion by Member Stevens, which was seconded by Member Nixon, the amendments were approved by a vote of the Committee.

VII. National Association of Workforce Boards

None.

VIII. Staff Report

5. Update on Five Step Workshop
 - Gary Gibson shared that the 5 Steps program was offered last month at the Warren Newport Public Library.
 - Member Serino Stasch shared that the new focus will be on identifying systems to track outcomes of program participants.
6. Update on Business Services Contract with Lake County Partners
 - Gary Gibson shared that Lake County Partners has hired a new staff person named Kevin Considine, who will present an update at the upcoming Board meeting.
7. Job Center Space Update
 - Gary Gibson shared that he has been working with IDES on the arrangement with IDES for their staff to be located in the Waukegan Job Center. He is hoping to finalize those arrangements in the next few weeks.
8. Status Report on JVS Contract Execution
 - Gary Gibson and Member Serino Stasch shared that the contract official began on November 1. JVS is working with Lurie satellite offices in Lake County, as well as other healthcare organizations and schools to recruit participants. The program will provide 10 youth, who have medical challenges, with internships in the healthcare field. The program has been successful in Cook County.
9. Update on 2015 Summer Youth Employment Program Budget Request
 - County Board Member and WIB Board Member Audrey Nixon presented a Board Member Initiative during the County's 2015 budget preparation to add \$60,000 to the Summer Youth Program allocation. This initiative was successful and the Lake County Board has allocated a total of \$260,000 for summer 2015. These additional funds will allow the program to employ an additional 45 youth (for a total of approximately 200 youth).
10. Workforce Innovation and Opportunity Act Update
 - Gary Gibson shared that information on WIOA is still forthcoming. The change in the Governor's office will also impact how the law is interpreted at the State level, which adds to the uncertainty.
11. Other Discussion Items

IX. Next Scheduled Meeting - December 10, 2014

X. Adjournment

Upon a motion by Member Stevens, the meeting adjourned at 9:32am.

Constant Contact Survey Results

Survey Name: Jobseeker survey Waukegan qtr4 2014
Response Status: Partial & Completed
Filter: None
 Dec 15, 2014 3:41:54 PM

1. Describe your overall satisfaction with our services

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	Very Unhappy	Unhappy	Neutral	Happy	Very Happy
	1	3	1	27	82
	1%	3%	1%	24%	72%

5 Comment(s)

2. Describe your impression of the Job Center staff.

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Job Center staff are knowledgeable	1	2	2	22	86
	1%	2%	2%	19%	76%
Job Center staff are friendly/courteous	1	1	2	19	91
	1%	1%	2%	17%	80%
Job Center staff met my workforce needs.	3	2	3	21	84
	3%	2%	3%	19%	74%

3 Comment(s)

3. Why did you visit today (or most recently)? (check all that apply)

	Number of Response(s)	Response Ratio
Use computers/internet	83	72.8%
Search for a job	50	43.8%
Write or edit resume or cover letter	22	19.2%
Attend a workshop or orientation	30	26.3%
Meet with a staff member or Career Counselor	21	18.4%
Attend a recruitment event or job fair	13	11.4%
Unemployment insurance	11	9.6%
Other	7	6.1%
Total	114	100%

2 Comment(s)

4. Did you accomplish what you planned to do today (or on your most recent visit)?

	Number of Response(s)	Response Ratio
Yes	93	81.5%
Partially	13	11.4%
No	5	4.3%
No Responses	3	2.6%
Total	114	100%
5 Comment(s)		

5. How often do you visit the Job Center?

	Number of Response(s)	Response Ratio
Yearly or Seasonal	17	14.9%
Monthly	25	21.9%
Bi-weekly	23	20.1%
Weekly	21	18.4%
Almost Daily	10	8.7%
This is my first visit	18	15.7%
No Responses	0	0.0%
Total	114	100%

6. Would you recommend the Job Center to a friend?

	Number of Response(s)	Response Ratio
No	3	2.6%
Somewhat likely	1	<1%
Yes	107	93.8%
No Responses	3	2.6%
Total	114	100%

7. What do you like best about the Job Center?

107 Response(s)

8. Are you interested in participating in services for any of the following groups? (check all that apply)

	Number of Response(s)	Response Ratio
Veterans	10	9.7%
Ex-offenders	16	15.5%
Youth	11	10.6%
Mature workers (50+)	31	30.0%
Spanish-speakers	13	12.6%
Business/ entrepreneurship	54	52.4%
Total	103	100%
4 Comment(s)		

9. Are there any other services or workshops you'd like to see at the Job Center, or improvements to be made?

50 Response(s)

10. If you wish to receive our e-newsletter and other tips about jobsearch, please provide your contact information here.

First Name	2
Last Name	2
Home Phone	2
Email Address	2
City	2

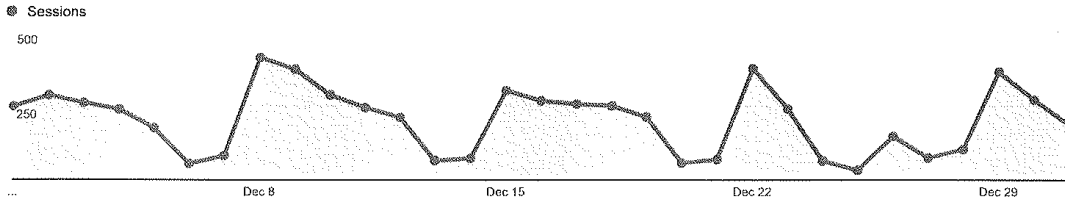
Audience Overview

Dec 1, 2014 - Dec 31, 2014

All Sessions
100.00%

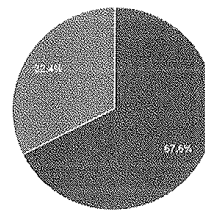
+ Add Segment

Overview



Sessions 6,274	Users 4,758	Pageviews 13,524
Pages / Session 2.16	Avg. Session Duration 00:02:20	Bounce Rate 49.95%
% New Sessions 67.53%		

■ New Visitor ■ Returning Visitor



Language	Sessions	% Sessions
1. en-us	6,142	97.90%
2. pt-br	39	0.62%
3. en	21	0.33%
4. en-gb	16	0.26%
5. zh-tw	12	0.19%
6. es-es	9	0.14%
7. it-it	7	0.11%
8. es-419	4	0.06%
9. en-	2	0.03%
10. es-mx	2	0.03%

Audience Overview

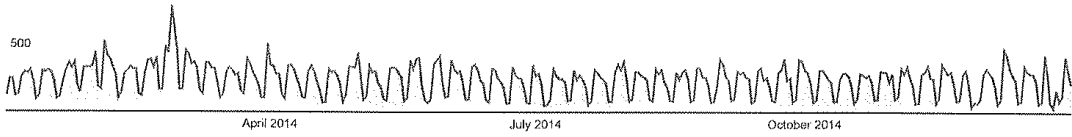
Jan 1, 2014 - Dec 31, 2014

All Sessions
100.00%

+ Add Segment

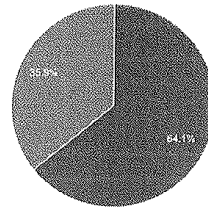
Overview

Sessions
1,000



Sessions 77,275	Users 51,048	Pageviews 215,258
Pages / Session 2.79	Avg. Session Duration 00:02:52	Bounce Rate 38.82%
% New Sessions 64.07%		

■ New Visitor ■ Returning Visitor



Language	Sessions	% Sessions
1. en-us	75,202	97.32%
2. en	904	1.17%
3. pt-br	439	0.57%
4. en-gb	107	0.14%
5. es-es	89	0.12%
6. it-it	65	0.08%
7. es-419	36	0.05%
8. en_us	28	0.04%
9. c	24	0.03%
10. es-mx	24	0.03%