

**Executive Committee
Meeting Agenda
Wednesday November 11, 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

1. Policy modifications

- As noted during the last Board meeting, staff is preparing modifications to Board policies to bring the policies into alignment with WIOA.
- The first group of policies that will be brought forward for consideration encompasses those policies that just require changes in the statutory citations and/or reference to the new legislation.
- In particular, the ITA policy revisions regarding funding prerequisite coursework will be highlighted.
- Additional policies will be presented for consideration at upcoming meetings.
- The draft policies are attached to the email distributing this agenda.

2. 2016 Meeting Schedule

- Attached is the draft meeting schedule for the Board and standing committees for 2016.
- It is recommended that the schedule for the Marketing & Employer Linkages Committee be changed to have the committee meet during Board meeting months.
- The draft calendar has been circulated to other Committees for comment. Staff will bring forward any comments.

VII. National Association of Workforce Boards

3. Update from NAWB Board Member Dempsey

VIII. Staff Report

4. Provider and Program Certification Update

- Staff has not received any new information regarding development of a new Training Provider/Program Policy.
- Current programs are certified through the end of the year.

5. Regional/Local Planning Activities
 - Staff has been informed by DCEO that regional sessions will be held in early December to begin the process for developing regional plans as required under WIOA.
 - Staff will be participating at the regional session. When information is available on topics for input, staff will forward it to Board Members to obtain their input.
 - Staff is looking for additional information regarding development of the required local plan and how DCEO is looking to have it incorporated in this activity.
 - Staff will also provide an update regarding efforts to get a local plan consultant.
 - The attributes that are required to be covered in the local plan are attached and will be reviewed with the Committee.

6. Financial Report and Dashboard Report
 - Staff will review the latest Dashboard Report and the September Financial Report with the Committee.
 - The report is attached electronically to the email distributing this agenda.

7. Summer Youth Employment Program Recap and Update on Youth Services RFP
 - The Committee will be provided with a recap of the 2015 Summer Youth Employment Program.
 - Staff will also update the Committee on the draft RFP for Youth Services. The RFP will be distributed in two (2) weeks.
 - Staff will also give the Committee an overview of the public meeting presenting the State of the Youth Report held on November 4th.

8. Other Discussion Items

IX. Next Regular Scheduled Meeting – December 16, 2015

X. Adjournment

**Executive Committee
Meeting Minutes
Wednesday July 22, 2015 - 8:15 a.m.
Waukegan Job Center, 1 N. Genesee Street, Waukegan, IL**

Present: Tim Dempsey, Jennifer Harris, Dennis Kessler, Ed Melton, Todd Mundorf, Audrey Nixon, Bonnie Schirato, Jennifer Serino Stasch, Michael Stevens, Andrew Warrington

Absent: Greg Burns, J.A. Tony Figueroa, Jerry Weber

Staff: Gary Gibson, Demar Harris, Ryan Waller, Bethany Williams

I. Call to Order

The meeting began at 8:14am.

II. Approval of minutes

Member Stevens made a motion to approve the minutes of the June meeting, which was seconded by Member Nixon and approved by a vote of the Committee.

III. Public Comment

None.

IV. Chairman's Report

None.

V. Old Business

VI. New Business

9. PY2015 Youth Contracts

- Pursuant to the new Out-of-School funding requirements that went into effect with the start of the PY2015 cycle, the following In-School and Out-of-School programs were discussed:
 - In-School Programs
 - Waukegan SHINE - \$105,000 to serve 21 youth
 - Zion Benton Jobs for Bees - \$95,000 to serve 20 youth
 - Out-of-School Programs
 - CSI - \$105,000 to serve 12 youth
 - First Institute - \$180,000 to serve 15 youth
 - Waukegan High School Pharmacy Tech - \$136,000 to serve 21 youth
 - YouthBuild - \$108,000 to serve 14 youth
- Staff and Member Nixon, who were present at the Youth Council meeting the previous afternoon, shared an overview of the discussion of the youth contract renewals at the Youth Council meeting.
- The Committee discussed the proposed budgets. The Committee concurred with the Youth Council suggestions including:
 - The cost per student with First Institute Training and Management was too high. The proposed budget exceeds the maximum allowable amount of \$180,000.00. The percentage spent on work experience must be at least 35% of the total contract budget. Staff were directed to negotiate further with First Institute Training and Management.

- CSI needs to further clarify the value of the amount of funds being allocated to work experience given the low number of work experience hours planned for each student. Staff were directed to negotiate with CSI to further define their work experience program.
 - Member Stevens made a motion to approve the renewal of the youth contracts based on the above guidance, which was seconded by Member Kessler and approved by a vote of the Committee.
10. Agreement with IDES and CMS for Job Center Space
- Gary Gibson shared the Agreement with IDES and CMS for use of office space at the Job Center in Waukegan.
 - Member Melton asked how these revenues would be programmed. Member Serino shared that it is unclear if these funds would be considered as separate revenue or as an offset to administrative expenses. How the money could be programmed will depend on that determination.
 - Gary Gibson shared that although there are other workforce areas that also host IDES staff, in many of those areas IDES is not paying their lease bills. While it is unclear, especially given the current lack of a state budget, that IDES will actually pay the monthly bill, the staff are already in the Waukegan Job Center and are providing services to Lake County residents.
 - Member Kessler made a motion to approve the Agreement, which was seconded by Member Melton, and approved by a vote of the Committee.

VII. National Association of Workforce Boards

11. Update from NAWB Board Member Dempsey
The most pressing issue at the federal level is that the House's proposed budget would not fully fund WIOA programs at the funding levels identified in the Act.

VIII. Staff Report

12. PY2016 RFP Discussion for Youth Services Programming
Bethany Williams shared that as a result of the discussions about how to transition WIA contracted youth programs into the new requirements of WIOA, the Youth Council made some suggestions on how to restructure the RFP that will be issued in late 2015. Ideas included a suggestion to set a minimum and maximum for youth work experience hourly wages, and reviewing the 2014 Youth Career Connect RFP for ideas.
13. End of Summer Bash
Gary Gibson reminded the Council members about the End of Summer Bash on July 28th at Greenbelt Forest Preserve to celebrate Summer Youth Employment Program participants and work sites.
14. Other Discussion Items
Gary Gibson shared updates on the ramifications on Job Centers across the state of the lack of a state budget.

IX. Next Regular Scheduled Meeting - September 9, 2015

X. Adjournment

Upon a motion by Member Kessler the meeting adjourned at 9:27am.

LOCAL PLAN REQUIREMENTS

PLAN TERM

- Four year plan term.
- Local board must review every two years and submit modifications to reflect changes in the labor market and economic conditions.

LOCAL PLAN CONTENTS - from Melanie Arthur's presentation materials

1. Strategic Planning Elements	<ul style="list-style-type: none"> ▪ Analysis of the regional economic conditions including existing and in-demand industry sectors and occupations, employment needs of employers in those sectors ▪ Analysis of knowledge and skills needed to meet employment needs of the employers in the regions, including in-demand sectors and occupations ▪ Workforce analysis: employment and unemployment data, trends, educational and skill levels of the workforce in the region ▪ Workforce development activities (including education and training), strengths and weaknesses, capacity to provide services, to address needs ▪ Boards' strategic vision and goals for preparing an educated and skilled workforce, including goals related to performance accountability measures ▪ Taking into account analyses above, Board's strategy to work with entities that carry out the core programs to align local resources, to achieve the strategic goals and vision
2. Workforce Development System Description	<ul style="list-style-type: none"> ▪ Identify programs included in the system, how the board will work with entities carrying out core programs and other workforce development programs to support alignment to provide services
3. Expanded Access	<ul style="list-style-type: none"> ▪ Working with core programs and other workforce programs, how board will expand access to employment, training education, supportive services for eligible individuals particularly individuals with barriers to employment ▪ How the board will facilitate the development of career pathways and co-enrollment as appropriate in core programs ▪ How board will improve access to activities leading to recognized postsecondary or industry recognized credential
4. Local strategies and services	<p>Strategies to:</p> <ul style="list-style-type: none"> ▪ Facilitate engagement of employers in workforce programs, including small employers in in-demand sectors ▪ Meet the needs of businesses ▪ Better coordinate workforce and economic development ▪ Strengthen linkages between the one-stop delivery system and the unemployment insurance programs <p>Strategies that may include:</p> <ul style="list-style-type: none"> ▪ Incumbent worker training programs, OJT, customized training, industry and sector strategies, career pathways initiatives, use of intermediaries, and other business services to meet the needs of employers in the region
5. Coordination with economic development	How the board will coordinate workforce development with economic development, and promote entrepreneurial skills training and microenterprise services
6. One-stop delivery system description	<ul style="list-style-type: none"> ▪ How the board will ensure continuous improvement of eligible training providers, and ensure providers meet the needs of local employers, workers and job seekers

	<ul style="list-style-type: none"> ▪ Facilitation of access to services provided through the one-stop delivery system, including remote areas through the use of technology and other means ▪ How entities within the one-stop system including partners and operator, will comply with section 188 of ADA regarding accessibility of facilities, programs, services, technology and materials; staff training and support addressing the needs of individuals with disabilities ▪ Describe roles and resource contributions of one-stop partners
7. Employment and training activities	Assessment of the type and availability of adult and dislocated worker employment and training activities in the local area
8. Rapid Response	How board will coordinate local activities with statewide rapid response activities
9. Youth Activities	Assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which description shall include identification of successful models of such activities
10. Coordination between Workforce and Education Activities	Coordination between workforce investment activities and education - relevant secondary and postsecondary programs to coordinate strategies, enhance services and avoid duplication of services
11. Transportation and Supportive Services Coordination	Coordination between workforce investment activities with provision of transportation and other appropriate supportive services in the local area
12. Coordination with State Employment Service	Plans, strategies and assurances concerning maximizing coordination of services provided by the State employment service - to improve service delivery and avoid duplication of services
13. Coordination with Adult Education and Literacy activities	Coordination between workforce investment activities with provision of adult education and literacy activities in the local area, including review of local applications submitted under title II
14. Coordination with Rehabilitation Act services	Description of replicated cooperative agreements with local agencies administering plans under Title I of the Rehabilitation Act, with respect to efforts that will enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative agreements with employers and other efforts at cooperation, collaboration and coordination.
15. Grant Recipient	Identification of the entity responsible for disbursement of grant funds
16. Competitive Processes	Description of competitive processes to be used to award subgrants and contracts for activities carried out under this title
17. Performance	Description of local levels of performance negotiated with Governor and chief elected official to be used for program performance, measuring performance of the fiscal agent, eligible providers and the one-stop delivery system
18. High-Performing Board Actions	Actions to be taken to become/remain a high-performing board, consistent with factors developed by the state board
19. Training services contracting	How training services will be provided (Individual Training Accounts), or if contracts, how coordinated with ITAs; customer choice ensured
20. Public Comment	Process used to provide opportunity for public comment, including comment by businesses, representatives of organized labor, and input into the development of the local plan prior to submission
21. Integrated Systems features	Description of how one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop partners

22. Other	Other information as required by the Governor
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2015 LAKE COUNTY WORKFORCE INVESTMENT BOARD AND COMMITTEE SCHEDULE

Workforce Investment Board - 8:00 a.m.

January 28
March 24
June 23
September 22
November 17

Executive Committee - 8:15 a.m. - Waukegan Job Center

January 14
February 10
March 9
April 13
May 11
June 15
July 13
August 10
September 14
October 12
November 9
December 14

One Stop System Committee - 2:00 p.m. - Waukegan Job Center

January 11
March 7
June 13
September 12
November 7

Marketing & Employer Linkages Committee - 8:15 a.m. - Waukegan Job Center

January 12
March 8
June 14
September 13
November 8

Youth Council - 4:00 p.m. - Waukegan Job Center

January 12
March 8
June 14
September 13
November 8