

**Executive Committee  
Meeting Agenda  
Wednesday December 16, 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. Authorization for Reallocation of WIOA Transition Funds

- In January 2015, the Board authorized the reallocation of \$32,200 in WIA Youth Funds to aid in WIOA transition activities.
- Staff is requesting authorization to reallocate those funds so that they may be used for professional services to provide support for development of a WIOA Local Plan through identification of strategies and facilitation of electronic surveys, public meetings and focus groups.

**VII. National Association of Workforce Boards**

2. Update from NAWB Board Member Dempsey

**VIII. Staff Report**

3. Youth Services Request for Proposal Update

- The County's Purchasing Division released the RFP for provision of Youth Services for the PY2016 Program Year (begins July 1, 2016)
- Proposals are due in early January.
- No questions were received by the Purchasing Division from prospective proposers by the December 7<sup>th</sup> deadline.

4. Financial Update

- Staff will provide an overview of the latest monthly financial reports.

5. Overview of Metrics for Business Service Outreach Contract

- Staff has been working to develop metrics to assist the Board with gauging the success of the Business Service Outreach contract with Lake County Partners.
- A draft of the proposed metrics are included with this agenda. The metrics were developed based on the goals included in the contract as well as discussion points taken from previous Board and committee meetings on expectations for this new program.

6. Analysis of On-the-Job Training and Work Experience Programs
  - An analysis of the On-the-Job Training and Work Experience programs has been undertaken to provide information for the Workforce Board to take into consideration as it develops budget policies for the next program year.
  - Staff will provide an overview of the results of this initial analysis as well as note additional data points to be collected.
  - At the January Board meeting, staff will be prepared to provide a complete overview and will be seeking the Board's recommendations on policy direction.
  - An electronic version of the information will be distributed prior to the meeting.
7. Policies for Discussion in Upcoming Meetings
  - Staff is working to develop the following policies for consideration during upcoming meetings of the Executive Committee and Workforce Board.
    - On-the-Job Training
    - Work Experience
    - Youth Eligibility
    - Transitional Policy on Training Providers and Programs
8. Regional WIOA Plan Update
  - Workforce staff is participating in a DCEO led effort to develop a Regional Plan as required under WIOA.
  - An all-day session will be held on December 11, 2015 for the economic zone that includes Lake County.
  - Staff will provide an overview of the information and discussion shared during the session.
9. Review of Memorandum of Understanding (MOU) and Infrastructure Cost Sharing State Policies
  - DCEO has released draft policies for WIOA implementation.
  - The draft policies for development of an MOU and Infrastructure Cost Sharing include procedural provisions that call for increased Workforce Board involvement. DCEO will be having webinars prior to the Committee meeting that will be opportunity for staff to gather additional information to present to the Committee.
  - Staff will provide an overview of the draft policies. A copy of each of the draft policies will be attached electronically to the agenda.
10. Other Discussion Items

**IX. Next Regular Scheduled Meeting – January 13, 2016**

**X. Adjournment**

**Executive Committee  
Meeting Minutes  
Wednesday November 11, 2015 - 8:15 a.m.  
Waukegan Job Center, 1 N. Genesee Street, Waukegan, IL**

**Present:** Tim Dempsey, J.A. Tony Figueroa, Jennifer Harris, Dennis Kessler, Todd Mundorf, Audrey Nixon, Bonnie Schirato, Jennifer Serino Stasch, Michael Stevens, Andrew Warrington

**Absent:** Greg Burns, Ed Melton, Jerry Weber

**Staff:** Gary Gibson, Bethany Williams

**I. Call to Order**

Chair Schirato called the meeting to order at 8:17am.

**II. Approval of minutes**

Upon a motion by Member Harris, which was seconded by Member Dempsey, the minutes were approved by a vote of the committee.

**III. Public Comment**

None.

**IV. Chair's Report**

Chair Schirato recognized that it is Veteran's Day and thanked those who have served and those who are serving in the military for their service.

**V. Old Business**

None.

**VI. New Business**

1. Policy modifications

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. Member Harris made a motion to amend the policy to indicate that the decision to exceed the funding cap would rest with the Director of the Workforce Development, which was seconded by Member Warrington and approved by a vote of the Committee.

Member Nixon made a motion to approve the set of policy changes, as amended, which was seconded by Member Kessler and approved by a vote of the Committee.

2. 2016 Meeting Schedule

Gary Gibson shared the proposed 2016 meeting schedule. Member Stevens made a motion to approve the schedule, which was seconded by Member Mundorf and approved by a vote of the Committee.

## **VII. National Association of Workforce Boards**

3. Update from NAWB Board Member Dempsey.

Member Dempsey shared an update from the recent NAWB Board meeting in Washington, DC. Byron Zuidema from the Department of Labor spoke to the group. DOL is planning a national conference on January 28-30 in Washington, DC. Details are unclear at this time.

## **VIII. Staff Report**

4. Provider and Program Certification Update

Gary Gibson shared that the state is still working on developing the training provider certification policy, which will inform our local policy and the process that we will have to follow with our training providers to certify them and their programs. In the interim, staff has been informed that existing providers could add new programs in the interim, but the process to certify these new programs is not clear.

5. Regional/Local Planning Activities

Gary Gibson shared an update on planning activities. Member Serino Stasch explained that DCEO, which is now going to be known as the Department of Commerce, has hired a contractor to facilitate the regional planning process. She and a representative from Cook County have been identified as the liaisons to the consultant. There will be an initial survey of the partners to assess readiness, then there will be a kick-off meeting on December in Palos Hills. From there, the facilitator will coordinate the regional planning process.

Gary Gibson shared that he is seeking quotes for local planning services. So far, he has received only one response, but after collecting a new list of potential consultants, he has reached out to a new set of potential consultants. There must be at least three quotes in order to evaluate the responses and select a contract.

There is still some confusion on how the process will integrate the entire labor markets when those labor markets bleed across state lines. This is an issue that is affecting workforce areas across the state.

6. Financial Report and Dashboard Report

Member Serino Stasch presented the financial report and the dashboard report. She noted that the Trade Grant and ATIM Grant have closed. The reports have been evolving and will continue to do so.

7. Summer Youth Employment Program Recap and Update on Youth Services RFP

Bethany Williams shared that 215 youth participated in the Summer Youth Employment Program served 215 youth. The retention rate was 92% and although staff have not made confirmations with all high schools yet, so far, the return to high school rate is 100%, meaning that none of the students who should have returned to high school have failed to return.

Bethany Williams also gave an overview of the upcoming WIOA Youth Program RFP, which should be released on Monday, November 16. The RFPs will be due on Thursday, January 7, 2016.

8. Other Discussion Items

**IX. Next Regular Scheduled Meeting – December 16, 2015**

**X. Adjournment**

Upon a motion by Member Stevens, the meeting adjourned at 9:39am.

TO: Executive Committee

FROM: Gary Gibson, Manager  
Lake County Workforce Development Board

SUBJECT: Reallocation of WIOA Transition Funds

DATE: December 10, 2015

Under Section 503(g)(2) of WIOA, 2% of each of the Program Year 2014 WIA formula allotments for the Youth, Adult and Dislocated Worker funding streams was made available for WIOA transitional activities. The State of Illinois provided local areas with the authority to use all of the funds authorized by Section 503(g) of WIOA. The maximum amount that was made available for Lake County was – maximum allowed is \$103,348.

In January 2015, the Workforce Board approved a reallocation of WIA Youth funds in the amount of \$32,200 to be used for transition activities - \$9,633 for training and travel expenses, and \$22,566 for training and development. That modification was subsequently approved by DCEO.

As part of transition activities, staff has engaged a consulting firm to assist in the development of a local WIOA plan through identification of strategies for: increased collaboration with partners; improved employer outreach and coordination, and facilitation of public input through electronic surveys, public meetings and focus groups.

Authorization is requested for the reallocation of the \$32,200 to provide for professional services.

**Workforce Development Grant Expenditure Report**  
October 2015

<b>Workforce Innovation and Opportunity Act Grant</b>				July 2015 - September 2015	
<b>Youth - Adult - Dislocated Worker</b>	<b>Cost Category</b>	<b>Allocation</b>	<b>Certified Costs</b>	<b>Obligations*</b>	<b>Percentage</b>
<b>PY'15 Grant (July 2015 - June 2017)</b>	Administration	479,342	36,743.70	-	0
	Youth	1,518,725	317,606.46	-	20.9%
	Adult	1,476,770	194,600.13	-	13.2%
	Dislocated Worker	1,318,594	177,772.63	-	13.5%
	<b>Total</b>	<b>4,793,431</b>	<b>726,723</b>	<b>-</b>	<b>15.2%</b>
<b>Workforce Investment Act Grant</b>				July 2014 - September 2015	
<b>Youth - Adult - Dislocated Worker</b>	<b>Cost Category</b>	<b>Allocation</b>	<b>Certified Costs</b>	<b>Obligations*</b>	<b>Percentage</b>
<b>PY'14 Grant (July 2014 - June 2016)</b>	Administration	429,377	315,387.57	0	73.5%
	Youth	1,290,011	1,260,276.54	0	97.7%
	Adult	1,287,887	1,142,672.78	0	88.7%
	Dislocated Worker	1,254,309	1,111,410.49	0	88.6%
	2% Transition	32,200	-	0	0%
	<b>Total</b>	<b>4,293,784</b>	<b>3,829,747</b>	<b>-</b>	<b>89.2%</b>
<b>Rapid Response Trade Case Management (WIA)</b>				November 2013 - September 2015	
<b>CM'13 Grant (November 2013 - June 2016)</b>		<b>Budget</b>	<b>Certified Costs</b>	<b>Obligations*</b>	<b>Percentage</b>
		228,532.55	150,038.08	0	65.7%
<b>Rapid Response Trade Case Management (WIA)</b>				November 2014 - September 2015	
<b>CM'14 Grant (November 2014 - June 2016)</b>		<b>Budget</b>	<b>Certified Costs</b>	<b>Obligations*</b>	<b>Percentage</b>
		412,217.00	13,250.00	0	3.2%
<b>Trade Adjustment Assistance Act Grant</b>				October 2014 - September 2015	
<b>TAA'13 Grant (October 2014 - September 2015)</b>		<b>Budget</b>	<b>Certified Costs</b>	<b>Obligations*</b>	<b>Percentage</b>
		1,029,257.74	1,029,257.74	0	100.0%
<b>Dislocated Worker National Emergency Grant (WIA)</b>				July 2013 - September 2015	
<b>NEG'13 Grant (July 2013 - December 2015)</b>		<b>Budget</b>	<b>Certified Costs</b>	<b>Obligations*</b>	<b>Percentage</b>
		620,181.00	598,040.78	-	96.4%
<b>Disability Employment Initiative Grant</b>				April 2014 - September 2015	
<b>DEI'13 Grant (April 2014 - January 2017)</b>		<b>Budget</b>	<b>Certified Costs</b>	<b>Obligations*</b>	<b>Percentage</b>
		328,900.00	139,628.39	0	42.5%
<b>Accelerated Training for Illinois Manufacturing</b>				August 2013 - August 2015	
<b>(August 2013 - August 2015)</b>		<b>Budget</b>	<b>Invoiced Expenditures</b>	<b>Obligations*</b>	<b>Percentage</b>
		464,755.68	464,755.68	0	100.0%
<b>Incentive Funds (WIA)</b>				May 2015 - September 2015	
<b>PY'13 Incentive (May 2015 - June 2016)</b>		<b>Budget</b>	<b>Certified Costs</b>	<b>Obligations*</b>	<b>Percentage</b>
		27,745.00	6,801.59	-	24.5%
<b>Dislocated Worker Rapid Response (WIA)</b>				June 2015 - September 2015	
<b>RR'14 Grant (June 2015 - June 2016)</b>		<b>Budget</b>	<b>Certified Costs</b>	<b>Obligations*</b>	<b>Percentage</b>
		210,650.00	66,367.17	-	31.5%

Certified costs and invoiced expenditures through October 31, 2015. Reported November 18, 2015.

\*Obligations are reported on a quarterly basis

## Workforce Development Department

### Project Business Outreach and Retention Services

#### Goals:

1. *A single point of contact for Lake County companies;*
2. *Enhanced business relationships with Lake County companies;*
3. *Increased awareness of what Lake County offers including economic and workforce development needs;*
4. *Increased communication among core economic and workforce development stakeholders;*
5. *Improved efficiencies in meeting employer needs; and an overall*
6. *Seamless approach.*

Measured Activities	Measure Type	Frequency
<b>Start-Up Activities</b>		
Identify Targeted Industries	Y/N	Iterative
<b>Target Company Research</b>		
Identify Target Companies	Y/N	Iterative
Targeted Companies Identified – Cumulative	Number	Iterative
<b>Target Company Initial Visits</b>		
Target Companies Visited – This Quarter	Number	Qtr
Target Companies Visited – Cumulative Total	Running Calc	Qtr
Target Companies Visited as % of Total Identified	Calculated %	Qtr
Target Companies Remaining for Visits	Calculation	Qtr
<b>Target Company Surveys</b>		
Target Companies Surveyed – This Quarter	Number	Qtr
Target Companies Surveyed – Cumulative Total	Running Calc	Qtr
Target Companies Surveyed as % of Total Identified	Calculated %	Qtr
Target Companies Remaining for Visits	Calculation	Qtr
<b>Target Company Referrals</b>		
Referrals to WFD – This Quarter	Number	Qtr
Referrals to WFD – Cumulative Total	Running Calc	Qtr
Referrals to Other County Depts – This Quarter	Number	Qtr
Referrals to Other County Depts – Cumulative Total	Running Calc	Qtr
Transactional (ST) Referrals to WFD	Number	Qtr
Transactional (ST) Referrals Total – Other	Calculation	Qtr
Transactional (ST) Referrals to WFD – CLOSED	Number	Qtr
Transactional (ST) Referrals Total – CLOSED	Calculation	Qtr
<b>On-the-Job Training Programs</b>		
Number of Positions	Number	Qtr



<b>Measured Activities</b>	<b>Measure Type</b>	<b>Frequency</b>
Wages – Total Amount	Number	Qtr
WIOA Funds Expended for OJT	Number	Qtr
<b>Incumbent Worker Programs</b>	Number	Qtr
Number of Positions	Number	Qtr
Wages – Total Amount	Number	Qtr
WIOA Funds Expended for Incumbent Worker	Number	Qtr
<b>Work Experience Opportunities</b>	Number	Qtr
Number of Positions	Number	Qtr
Wages – Total Amount	Number	Qtr
WIOA Funds Expended for Work Experience	Number	Qtr
<b>Follow-Up and Evaluations</b>		
Target Companies Follow Up Evaluations – This Quarter	Number	Qtr
Target Companies Follow Up Evaluations – Cumulative Total	Running Calc	Qtr
Target Companies Follow Ups as % of Total Identified	Calculated %	Qtr
Target Companies Remaining for Follow Ups	Calculation	Qtr
<b>Satisfaction Level – Overall</b>		
Companies that Required Repeat Follow Ups	Number	Qtr
Companies that Required Repeat Follow Ups – Percent of Total	Calculation	Qtr