

**Executive Committee
Meeting Agenda
Wednesday December 16, 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, Ed Melton, Todd Mundorf, Audrey Nixon, Jennifer Serino Stasch, Michael Stevens, Andrew Warrington, Jerry Weber

Absent: Greg Burns, Bonnie Schirato

Staff: Gary Gibson, Bethany Williams, Demar Harris

I. Call to Order

Member Harris called the meeting to order at 8:16am.

II. Approval of minutes

Upon a motion by Member Stevens, which was seconded by Member Warrington, 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. Authorization for Reallocation of WIOA Transition Funds

Gary Gibson shared that the WIOA transition funds need to be reallocated to professional services in order to be used for local planning services. Member Stevens made a motion to reallocate \$32,200 in WIUOA transition funds to professional services, which was seconded by Member Melton and approved by a vote of the committee. Through a Request for Quote process with the Purchasing Division, staff have identified TEC Services, Inc. as the vendor for the local planning services.

VII. National Association of Workforce Boards

2. Update from NAWB Board Member Dempsey

Member Dempsey shared that there has been little news from NAWB since the last committee meeting. There is still no official date for the release of the final regulations. Gary Gibson shared that Julie Courtney, the workforce services director from McHenry County and the President of the Illinois Workforce Partnership will be attending the U.S. Department of Labor's Convening on WIOA transition in Washington, DC in early 2016 as part of the Illinois delegation.

VIII. Staff Report

3. Youth Services Request for Proposal Update
Gary Gibson shared that the RFP for WIOA youth services has been released and responses are due on January 7, 2016.
4. Financial Update
Member Serino Stasch shared the current financial update including expenditure rates on various grants.
5. Overview of Metrics for Business Service Outreach Contract
Gary Gibson shared a list of proposed metrics for the evaluation of the business outreach contract with Lake County Partners. While the goals identified in the contract are not directly measurable, the metrics seek to quantify the activity that will lead to the identified goals. Member Harris shared that while the metrics are transactional, they do give insight into how the process is working and elements that may need to be changed or refined. Member Melton suggested that while this is important, the real focus needs to be on the goals and metrics for a potential new contract, which would begin in July. Member Warrington suggested that while thinking about reshaping the goals and metrics in a new contract, the focus should be on measuring results, not just activity. Member Mundorf suggested that one element worth measuring might be multi-visit relationships, since those are the relationships that yield results. Member Harris shared that since tracking the activity is showing us that businesses are hesitant to enroll in our programs, we need to think about streamlining our processes and make it as easy as possible for them to participate. Member Weber said that he felt that the program is still basically a start up and that progress, although slower than ideal, is still progress. Member Warrington pointed out that while Lake County Partners is responsible for the initial outreach, Workforce Development is responsible for turning that outreach into relationships and outcomes. New goals and metrics should reflect both of those responsibilities. Member Kessler shared that the fact that Lake County Partners and Workforce Development are working together as well as we are is exciting and that the next task is to make sure we're delivering on services. Member Serino Stasch shared that she has initial data to calculate progress toward these metrics, which will be shared at the January meeting.
6. Analysis of On-the-Job Training and Work Experience Programs
Bethany Williams shared an analysis of the work experience program and on-the-job training programs. While the numbers of individuals served with each program has been

small, both programs seem to be contributing to overall WIOA performance, especially in the area of wages for 1A participants, where both programs exceed expectations. More data is needed in order to best understand the specific situations, industries or occupations where each tool would make the most sense. Member Weber suggested partnering with Year Up and CLC on a work experience program. Member Warrington suggested continuing to look for patterns in the success of the programs in certain industries and occupations. Different programs will not be equally successful in all fields. In addition, we need to make sure that we are making programs easy for employers to use.

7. Policies for Discussion in Upcoming Meetings

Based on the analysis of the work experience and on-the-job training programs and other updates in the transition to WIOA, staff is working to develop new policies for the consideration of the Executive Committee and Workforce Board, including On-the-Job Training, Work Experience, Youth Eligibility, Transitional Policy on Training Providers and Programs.

8. Regional WIOA Plan Update

Gary Gibson shared that staff participated in a DCEO led effort to develop a Regional Plan as required under WIOA. Member Serino Stasch has been identified as a co-leader for the workforce development partners in the region. A facilitator has been identified for the region, but many partners are asking DCEO to identify additional resources to help develop and write the actual regional plan since none of the local partners have the resources to do so.

9. Review of Memorandum of Understanding (MOU) and Infrastructure Cost Sharing State Policies

Staff are participating in webinars and reviewing new draft policies on development of the MOU and cost sharing. Jennifer Harris has been identified as a private sector Board Member who will help facilitate the negotiation process.

10. Other Discussion Items

None.

IX. Next Regular Scheduled Meeting – January 13, 2016

X. Adjournment

Upon a motion by Member Dempsey, which was seconded by member Stevens, the meeting adjourned at 9:36am.

**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

Workforce Innovation and Opportunity Act Grant				July 2015 - September 2015	
Youth - Adult - Dislocated Worker	Cost Category	Allocation	Certified Costs	Obligations*	Percentage
PY'15 Grant (July 2015 - June 2017)	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%
	Total	4,793,431	726,723	-	15.2%
Workforce Investment Act Grant				July 2014 - September 2015	
Youth - Adult - Dislocated Worker	Cost Category	Allocation	Certified Costs	Obligations*	Percentage
PY'14 Grant (July 2014 - June 2016)	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%
	Total	4,293,784	3,829,747	-	89.2%
Rapid Response Trade Case Management (WIA)				November 2013 - September 2015	
CM'13 Grant (November 2013 - June 2016)		Budget	Certified Costs	Obligations*	Percentage
		228,532.55	150,038.08	0	65.7%
Rapid Response Trade Case Management (WIA)				November 2014 - September 2015	
CM'14 Grant (November 2014 - June 2016)		Budget	Certified Costs	Obligations*	Percentage
		412,217.00	13,250.00	0	3.2%
Trade Adjustment Assistance Act Grant				October 2014 - September 2015	
TAA'13 Grant (October 2014 - September 2015)		Budget	Certified Costs	Obligations*	Percentage
		1,029,257.74	1,029,257.74	0	100.0%
Dislocated Worker National Emergency Grant (WIA)				July 2013 - September 2015	
NEG'13 Grant (July 2013 - December 2015)		Budget	Certified Costs	Obligations*	Percentage
		620,181.00	598,040.78	-	96.4%
Disability Employment Initiative Grant				April 2014 - September 2015	
DEI'13 Grant (April 2014 - January 2017)		Budget	Certified Costs	Obligations*	Percentage
		328,900.00	139,628.39	0	42.5%
Accelerated Training for Illinois Manufacturing				August 2013 - August 2015	
(August 2013 - August 2015)		Budget	Invoiced Expenditures	Obligations*	Percentage
		464,755.68	464,755.68	0	100.0%
Incentive Funds (WIA)				May 2015 - September 2015	
PY'13 Incentive (May 2015 - June 2016)		Budget	Certified Costs		Percentage
		27,745.00	6,801.59		24.5%
Dislocated Worker Rapid Response (WIA)				June 2015 - September 2015	
RR'14 Grant (June 2015 - June 2016)		Budget	Certified Costs	Obligations*	Percentage
		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
Start-Up Activities		
Identify Targeted Industries	Y/N	Iterative
Target Company Research		
Identify Target Companies	Y/N	Iterative
Targeted Companies Identified – Cumulative	Number	Iterative
Target Company Initial Visits		
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
Target Company Surveys		
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
Target Company Referrals		
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
On-the-Job Training Programs	Number	Qtr

Measured Activities	Measure Type	Frequency
Number of Positions	Number	Qtr
Wages – Total Amount	Number	Qtr
WIOA Funds Expended for OJT	Number	Qtr
Incumbent Worker Programs	Number	Qtr
Number of Positions	Number	Qtr
Wages – Total Amount	Number	Qtr
WIOA Funds Expended for Incumbent Worker	Number	Qtr
Work Experience Opportunities	Number	Qtr
Number of Positions	Number	Qtr
Wages – Total Amount	Number	Qtr
WIOA Funds Expended for Work Experience	Number	Qtr
Follow-Up and Evaluations		
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
Satisfaction Level – Overall		
Companies that Required Repeat Follow Ups	Number	Qtr
Companies that Required Repeat Follow Ups – Percent of Total	Calculation	Qtr