

**Executive Committee
Meeting Agenda
Wednesday, April 13, 2016 - 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. Strategic Plan Discussion
 - As noted in previous discussions, the Board will be undertaking development of a new Strategic Plan in the coming months.
 - A proposed schedule will be discussed and the Committee will have the opportunity to provide their insights into the direction for development of the new Strategic Plan.
 2. Four-Year Local Plan Discussion
 - The Committee will be updated on the draft Plan. An electronic copy will be distributed prior to the meeting.
 - Staff will also discuss the proposed timeline for review and approval of the Plan in coordination with review and approval of the Regional Plan.
- VII. National Association of Workforce Boards**
- VIII. Staff Report**
 3. WIOA Regional Plan Update
 4. Memorandum of Understanding Update
 5. Other Discussion Items
- IX. Next Regular Scheduled Meeting – May 11, 2016**
- X. Adjournment**

**Executive Committee
Meeting Minutes
Wednesday, March 9, 2016 - 8:15 a.m.
Waukegan Job Center, 1 N. Genesee Street, Waukegan, IL**

Present: Tim Dempsey, J.A. Tony Figueroa, Bonnie Schirato, Jennifer Serino Stasch, Michael Stevens, Jerry Weber

Absent: Jennifer Harris, Dennis Kessler, Ed Melton, Todd Mundorf, Audrey Nixon, Andrew Warrington

Staff: Gary Gibson, Bethany Williams, Demar Harris, Jennifer Everett

I. Call to Order

Chair Schirato called the meeting to order at 8:16am.

II. Approval of minutes

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

III. Public Comment

None.

IV. Chairman's Report

None.

V. Old Business

None.

VI. New Business

6. Board By-Law Amendments

Gary Gibson gave an overview of the By-Law modifications:

- o An individual representing Higher Education may not also represent Adult Education; and
- o Additional wording to ensure active participation by Board Members.

Member Stevens made a motion to approve the By-Law amendments, which was seconded by Member Dempsey and approved by a vote of the Committee with Member Weber abstaining.

7. Youth Eligibility Policy

Bethany Williams shared the proposed Youth Eligibility Policy.

Member Stevens suggested amending the policy to set the threshold for “living in a high priority area” to a youth who lives in a high school district where more than 20% of the students are considered by low income.

Member Weber made a motion to approve the Policy with the amendment suggested by Member Stevens, which was seconded by Member Stevens and approved by a vote of the Committee.

8. Recommendation for 2016 – 2017 WIOA Youth Services Contracts

Member Weber made a motion to approve the programs as proposed, which was seconded by Member Stevens.

Member Weber shared that the Year Up organization is looking to expand into the suburbs and offers a program that is similar to the BCS Manufacturing Careers Internships Program.

Member Weber called the question, and the motion passed by a vote of the Committee with Member Dempsey abstaining.

9. Budget modification to move Adult training funds to Work Based Training line items

Member Serino shared that in its budgeting process last year, the Board did not identify any funds for incumbent worker training programs. There are funds available in the general funding category that could be reallocated to work-based training, which includes incumbent worker training. Two companies have been identified who would like to utilize incumbent worker training. Staff is recommending a budget modification to transfer funds from general training to work-based training to fund these two potential incumbent worker training programs.

Motion was made by Member Figueroa, which was seconded by Member Dempsey and approved by a vote of the Committee.

VII. National Association of Workforce Boards

10. Update from NAWB Board Member Dempsey

NAWB Forum begins on Sunday, March 13. NAWB financials are in good shape and NAWB is drafting a letter for local boards to use in their visits with legislators regarding WIOA funding levels.

VIII. Staff Report

11. Review of Monthly Expenditure Report

Member Serino Stasch reviewed the latest monthly expense report. Looking to post an additional position and hire someone to work on Trade grants. We received additional funds in the Disability Employment Initiative. New incentive funds should be available between March and May.

12. WIOA Local Four-Year Plan Discussion

Gary Gibson shared that the State has issued draft guidance on what should be included in the local plans. This guidance is not yet finalized, and is not entirely consistent with

the local plan requirements that are enumerated in the federal legislation. The contract with TEC Services to develop our local plan was based on the federal guidance, and so Bethany Williams shared a charts of WIOA goals, local strategies and activities that align with those goals. The chart captured the strategies that were developed in the local plan draft.

13. WIOA Regional Plan Discussion

Member Serino Stasch shared that the regional plan will be developed around sector strategies. The region has identified that there are three key industry sections (healthcare, manufacturing, transportation/distribution/logistics) that employ individuals that each partner serves in occupations along career pathways. At this point, the partners are evaluating data and identifying what success will look like.

The region had identified a consultant to write the actual plan, which will be due in June.

14. Memorandum of Understanding Update

Gary Gibson shared that in the last few days, the State has issued guidance on MOU development. Member Serino Stasch will be leading discussions with local partners on the MOU.

As an example of increased collaboration amongst partners, TANF recipients who are close to expending all of their benefits are coming to the Job Center to receive employment assistance before their benefits run out.

15. Summer Youth Employment Program (SYEP) 2016

Over 900 applications were received during the month of February.

Staff will be conducting the lottery for each community during the week of March 7 and will then begin processing students for eligibility the week of March 28 (Spring Break).

All of the private sector employers that acted as worksites during summer 2015 are returning and a few new employers will be added.

16. Other Discussion Items

IX. Next Regular Scheduled Meeting – April 13, 2016

X. Adjournment

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