

**Executive Committee
Meeting Agenda
Wednesday, June 15, 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. One Stop Center Memorandum of Understanding (MOU) Update
 - Workforce staff has been in discussions with the One Stop Center Partners – Core and Required – to develop a new MOU for operations at the One Stop Center.
 - Core Partners include: IDES, Adult Education, DHS-DRS and Title 1 Workforce. Other Required Partners include: YouthBuild Lake County, YCC, Community Action Project, DHS-TANF, SERS (Senior Employment Program), and Second Chance (Reintegration Services).
 - Staff will provide the Committee with an update on recent developments in establishing a new MOU for the One Stop Center Operations.

VII. National Association of Workforce Boards

VIII. Staff Report

2. WIOA Four-Year Local Plan Tie-In
 - The Four-Year Local Plan was approved by both the Executive Committee and Workforce Development Board during their May meetings.
 - The 30-day Public Comment Period expires on June 10th. To date, no comments have been received.
 - Staff will be working with all Committees to develop action items tied back to implementation of provisions of the Local Plan.
 - Increase Collaboration with Partners and Community
 - Adjust Adult & Youth Client Flows
3. Business Services Outreach Presentation
 - Staff will provide a brief presentation on recent activities.
 - The Committee will be asked to discuss information that it would like to have included in dashboards to be provided during future meetings.
4. Strategic Plan Update
 - Staff will provide an update to the Committee on progress in retaining a consultant to aid in development of a new Strategic Plan.

- It is anticipated that the Workforce Development Board and Youth Council will undertake planning session(s) in July or August to develop the new Strategic Plan. The new Plan would be presented for adoption at the September Board meeting.
5. Restructuring of Workforce Board Committees
 - Staff will note for the Committee upcoming discussions with Board leadership to restructure the composition of the committee.
 - The One-Stop Committee will focus specifically on membership of the Core and Required One Stop Center Partners.
 6. Financial Update
 - Staff will provide the Committee with the latest financial information.
 7. Update on PY2016 Youth Contracts
 - At their April meeting, the County Board approved the recommended In-School and Out-of-School providers for the period beginning July 1st.
 - Staff has been working with the Purchasing Division, State's Attorney's Office – Civil Division and Risk Management Division to finalize contracts for distribution to the providers.
 - Staff will provide a brief status report for the Youth Council.
 8. Summer Youth Employment Program (SYEP) 2016
 - Youth Division staff has been busy with matching this year's Summer Youth Employment Program participants with the various work sites that are being used this year.
 - The Youth Council will be provided with a status overview.
 9. Other Discussion Items

IX. Next Regular Scheduled Meeting – July 13, 2016

X. Adjournment

**Executive Committee
Meeting Minutes
Wednesday, May 11, 2016 - 8:15 a.m.
Waukegan Job Center, 1 N. Genesee Street, Waukegan, IL**

Present: Tim Dempsey, J.A. Tony Figueroa, Jennifer Harris, Ed Melton, Audrey Nixon, Bonnie Schirato, Jennifer Serino Stasch, Michael Stevens, Andrew Warrington, Jerry Weber

Absent: Dennis Kessler, Todd Mundorf

Staff: Gary Gibson, Bethany Williams, Demar Harris, Feleicia Nixon

I. Call to Order

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

II. Approval of minutes

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

III. Public Comment

None.

IV. Chairman's Report

Chair Schirato mentioned that Bethany Williams will be leaving her position as the Board's Research Analyst. She thanked Bethany and congratulated her on her new role.

V. Old Business

None.

VI. New Business

1. Nominating Committee Report – Action Item

- The Nominating Committee, which included Member Melton and Member Dempsey, has nominated Member Harris as Chair and member Warrington as Vice Chair of the Lake County Workforce Development Board.
- Member Stevens made a motion to recommend the slate, as nominated, to the full Workforce Development Board at the next meeting on May 26, 2016. Member Dempsey seconded the motion, which was approved by a vote of the committee.

2. PY2016 Budget – Action Item

- Gary Gibson and Member Serino presented the PY2016WIOA budget. In all, the WIOA allocation is \$605,615 less than the previous year. Member Serino shared that these cuts require that some personnel be budgeted against special grants. In general, the hope is to be able to cover all operational expenses with WIOA funds, but due to the cuts, this won't be possible. Board Members reviewed the

various constraints on funding and noted Lake County's Indirect Cost Rate of 17.08%. While other workforce areas in the region are part of a county government structure, we are the only one in the region that is paying an indirect cost rate. Member Serino will try to negotiate that rate with the County. Vice Chair Harris and Member Warrington asked for more details on the WIOA and non-WIOA funded budgets to assist in those conversations with the County.

- Member Melton made a motion to accept the proposed budget, which was seconded by Member Dempsey and approved by a vote of the committee.

3. Regional Plan – Action Item

- Member Serino shared that all partners across the region have been participating in the regional planning process. The focus of the plan is on special populations and career pathways in targeted industry sectors.
- Members Warrington and Figueroa found some of the data on educational attainment and skills requirements of future jobs particularly sobering. The members of the committee discussed the fact that the so called “skills gap” really oversimplifies a problem that has something to do with educational attainment, but also a wage gap, and the fact that many companies have gotten so lean that they have abandoned successful talent management tools like training, tuition reimbursements, etc.
- Member Melton asked about what happens if the Board chose not to accept the Regional Plan. Member Serino clarified that the Board or Executive Committee could make comments, which would be responded to by the regional team, but if the Board did not approve the Regional Plan, all of the Local Plans in our region could not be submitted, and our grants would not move forward.
- Member Dempsey made a motion to approve the Regional Plan, which was seconded by Member Harris and approved by a vote of the committee.

4. Four-Year Local Plan – Action Item

- Gary Gibson shared that some minor adjustments to the Local Plan had been made since it was presented at the last meeting, which were mainly to fully integrate the six strategies from the Regional Plan fully into the Local Plan.
- Member Warrington made a motion to approve the Local Plan, which was seconded by Member Nixon and approved by a vote of the committee.

5. Extension of Business Outreach Program – Action Item

- Member Stevens stepped out of the room for presentation, discussion and vote on this item.
- Gary Gibson presented the extension of the Business Outreach Contract with Lake County Partners. The Members discussed the need to regular updates on the progress of the program as well as a more robust discussion of the goals of the program.

- Member Melton made a motion to approve the extension of the contract, which was seconded by Member Figueroa and approved by a vote of the committee. Members Stevens and Weber abstained.
6. Training Provider and Training Program Eligibility Policy – Action Item
 - Bethany Williams presented the new Training Provider and Training Program Eligibility Policy, which mirrors a similar new policy from the Illinois Department of Commerce and Economic Opportunity (DCEO).
 - Member Melton made a motion to approve the policy, which was seconded by Member Dempsey and approved by a vote of the Committee. Member Weber abstained from the vote.

VII. National Association of Workforce Boards

Member Dempsey shared that NAWB is working with a consultant to help do some planning about NAWB's future. While the organization is in a good financial position, as workforce boards across the country consolidate, NAWB has to evaluate its offerings and find new ways to deliver value to its members.

VIII. Staff Report

7. Memorandum of Understanding Update
Member Serino shared that the MOU process is moving along. The draft budget was submitted to DCEO. Final MOUs are due in July.
8. Other Discussion Items
None.

IX. Next Regular Scheduled Meeting – June 15, 2016

X. Adjournment

Upon a motion by Member Figueroa, which was seconded by Member Nixon, the meeting adjourned at 9:46am.

Memorandum of Understanding
between
The Lake County Workforce Development Board
&
The Job Center of Lake County partners

Parties to the MOU

Lake County Workforce Development	Adult & Dislocated Worker/Youth (Title I) Trade Adjustment Assistance (TAA)
College of Lake County	Adult Education Family Literacy (Title II) Continuing Technical Education (Perkins)
IDES	Wagner-Peyser (Title III) Veterans Job Counseling Unemployment Compensation Trade Readjustment Assistance (TRA)
IDHS	Vocational Rehabilitation (Title IV) Temporary Assistance for Needy Families
Community Action Partnership	Community Services Block Grant
Senior Employment	Senior Community Services Employment Program
Youth Conservation Corp	YouthBuild
Youth Build Lake County	YouthBuild

General Purpose of the MOU

This Memorandum of Understanding (MOU) fulfills the WIOA requirement to document and come to agreement for State and local partners for negotiating cost sharing, service access, service delivery and other matters essential to the establishment of effective local workforce development services under WIOA (§678.705).

Vision for the system

The Job Center of Lake County partners agree that the shared vision for the local one-stop delivery system is to promote business driven talent solutions through integrated resources and partnerships to enhance the economic vitality of Lake County.

MOU Development

The Job Center of Lake County partners agree to participate in good faith negotiations to reach a consensus. An MOU Process was developed and agreed upon by all partners to discuss, document and negotiate career service delivery and cost sharing arrangements and commitments.

Description of comprehensive one-stop services

Services will be coordinated through onsite delivery, co-location or technology between the operator and partners. The following career services will be delivered at the Job Center of Lake County:

- Eligibility for Title I
- Skills and supportive services needs assessment
- Program coordination & referral
- Training provider performance & cost info
- Info and assistance with UI claims
- Info on the availability of supportive services and referrals
- Outreach, intake, orientation
- Labor exchange services
- Labor market information
- Performance info for the local area
- Employment retention services
- Assistance establishing eligibility for financial aid

- Follow-up services for Title IB customers

Procurement of one-stop operator

The current One-Stop Operator is a partnership consortium model between Lake County Workforce Development, Illinois Department of Employment Security, and College of Lake County. The Lake County Workforce Development Board will adhere to WIOA and final regulations in selecting a one-stop operator through a competitive procurement process.

Name and Location of Comprehensive One-Stop Center

This MOU covers service delivery and related costs associated with the following comprehensive one-stop center:

Job Center of Lake County
1 N. Genesee Street
Waukegan, IL 60085

Costs and Cost Sharing of Services

Infrastructure Costs:	\$112,775.37
Delivery System Costs:	<u>\$791,941.47</u>
Total:	\$904,716.74

FTE is the agreed upon methodology to distribute costs across partners. Total FTEs committed by partners is 22.9. Onsite FTEs = 19.4

The partners agree no direct payments will be made against this MOU.

Referral Process

The partners recognize and agree that the primary principle of the referral process is to provide integrated and seamless delivery of services to both job seekers and employers and the partners have agreed to refer customers to partner services and programs.

The Job Center of Lake County has a referral process in place that utilizes direct contacts from partners and a manual referral mechanism.

Physical Accessibility

The Job Center of Lake County's layout supports a culture of inclusiveness in compliance with Section 188 of WIOA, the Americans with Disabilities Act (ADA) of 1990 and all other applicable statutory and regulatory requirements. The Job Center of Lake County is recognizable in a high-traffic area and is accessible through public transportation and a reasonable walking distance.

Programmatic Accessibility

The partners to this MOU are committed to ensure all individuals seeking services at the Job Center will be given access to all 13 required career services on site and the opportunity to explore occupations to understand the technical and physical requirements.

Direct linkage will be with an actual person provided "on demand" and in "real time" at the Job Center of Lake County or via technology consistent with the "direct linkage" requirement as defined in WIOA (WIOA Section 121(b)(1)(A) and Section 678.305(d) of the draft Notice of Proposed Rulemaking).

Amendment Procedures

The partners to this MOU agree to timeframes and processes to request an amendment to this MOU.

Data Sharing

Partners to this MOU agree that data will be shared as allowed by each respective agency in an effort to effectively serve the needs of the individual customers.

Renewal Provisions

Lake County Workforce Development Board will convene the partners to this MOU within ninety (90) days prior to the end of this MOU.

Additional Local Provisions

None at this time.

Additional Partners

None at this time.

Authority and Signature

MOU partners are obtaining the signature of the individual authorized to represent and sign on behalf of the program.

Attachments

- Career Services Matrix
- Other Programs
- Service Delivery Methods