

Lake County Workforce Investment Board
Meeting Agenda
Thursday, June 23, 2016 -- 8:00 AM
Lake County Federation of Teachers Hall; 248 Ambrogio Dr.; Gurnee, IL

I. Call to Order

II. Approval of minutes – To Be Distributed Electronically Prior to the Meeting

III. Public Comment

IV. Chairman’s Report

V. Presentations

- Recognition for Bonnie Schirato

VI. Old Business

VII. New Business – Action Items

1. Approval of Memorandum of Understanding (MOU) for One Stop Center Operations – Action Item
 - Workforce staff led discussions with the One Stop Center Partners – Core and Required – to develop a new MOU for operations at the Waukegan 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).
 - The MOU indicates how the Partners will collaborate together to provide services and programming at the Waukegan One Stop Center.
 - The agreed upon MOU has been distributed to all Partners for signature by the appropriate official.
 - The MOU with all signatures is due to the Department of Commerce on July 15, 2016.
 - The Executive Committee voted to approve the MOU. Staff will provide an overview of the document.

VIII. Committee Reports

IX. Staff Report – Information only

2. National Association of Workforce Boards (NAWB) Update
3. Illinois Workforce Innovation Board (IWIB) Update
4. Training Provider and Training Program Certification
 - Pursuant to federal and state regulations, all training providers and training programs need to be certified under WIOA.
 - Staff had informed all training providers of this requirement and is going through the process of reviewing programs are ready for evaluation and certification.

- The attached list contains the list of programs that have been certified as of the time that the agenda was being finalized.
- Staff will provide a list containing any additional programs that are evaluated and certified prior to the Board meeting.

5. Financial Update

- A copy of the most recent financial update will be reviewed.

6. Strategic Plan RFQ Update

- Staff will provide a brief update on the status of this procurement and process.

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.

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.
- Approximately 225 youth started their work experience assignments on Monday, June 20th at almost 40 work sites throughout the County.

9. Committee Assignments

- Staff is working with Board leadership to restructure the Committee assignments based on the results of the survey preference results.
- Assignments will be made so that the next meetings of the committees will have the new membership roster.

10. Assignment to Board

11. Other Discussion Items

X. Next Regular Meeting – September 22, 2016

XI. Adjournment

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
- Outreach, intake, orientation
- Labor exchange services

- Program coordination & referral
- Training provider performance & cost info
- Info and assistance with UI claims
- Info on the availability of supportive services and referrals
- Follow-up services for Title IB customers
- Labor market information
- Performance info for the local area
- Employment retention services
- Assistance establishing eligibility for financial aid

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

WIOA Certified Training Programs
LWIA 1 – Lake County
June 2014

State Career College

- Basic Nursing Assistant
- Chairside Assisting
- Medical Assistant

Home Inspection Training Services

- Professional Level Home Inspection Course

College of Lake County

- .NET Programming Cert 22CQ
- Addiction Counseling & Treatment Cert 25HG
- Addiction Counseling & Trmt AAS 25HD
- Administrative Professional AAS 22SM
- Architectural Technology AAS 24CB
- Automotive Air Conditioning And Heating Specialist - 24UG
- Automotive Brakes Suspension Specialist Cert 24UK
- Automotive Collision Repair Cert 24AE
- Automotive Collision Repair Technician AAS 24AN
- Automotive Damage Analysis Cert 24AK
- Automotive Electrical Specialist Cert 24UH
- Automotive Fuel Systems Specialist Cert 24UI
- Automotive Oil Change Specialist Cert 24UL
- Automotive Service Refinishing Technician Cert 24AM
- Automotive Structural Repair Technician Cert 24AL
- Automotive Transmission Specialist Cert 24UM
- Automotive Transmission Technician Cert 24AX
- Automotive Under Hood Technician AAS 24AH
- Automotive Under Hood Technician Cert AUT 24AV
- Automotive Under the Car Technician AAS 24AJ
- Automotive Under the Car Technician Cert 24AY
- Basic Machining Cert 24MJ
- C++ Programming Cert 22CO
- CAD Architectural Cert 24DN
- CAD AutoCAD Cert 24DQ
- CAD Civil Cert 24DO
- CAD Drafting Technology - Mechanical AAS 24DC
- CAD Graphics, Animation, Presentation AAS 24DJ
- CAD SolidWorks Cert 24DS
- CAD 3D Parametric Cert 24DP
- Certified Nurse Assisting Cert 21NB
- Commercial Refrigeration Technician 24RK
- CNC Operations Cert 24NH
- CNC Programming/Operations Cert 24NG

- Computed Tomography Cert 21MT
- Computer Forensics Analyst 22CT
- Computerized Numerical Control AAS 24NA
- Construction Management Technology AAS 24BA
- Construction Management Technology Cert 24BF
- Criminal Justice (Cert) 25CF
- Criminal Justice AAS 25CE
- Dental Hygiene AAS 21DH
- Desktop Support Technician 22CI
- Digital A/V Production and Editing AAS 23TM
- Early Childhood Education AAS 25EA
- Electrical Engineering Technology AAS 24ED
- Electrical Troubleshooting Technician Cert 24RL
- Electrical/Electronic Maintenance Cert 24EH
- Electronics Technology Cert 24EF
- Emergency and Disaster Management Cert 25EM
- Entrepreneurship/Sm Business Management Cert 22BE
- Fire Science Technology AAS 25FB
- Gas Metal Arc Welding 24WN
- Gas Tungsten Arc Welding Cert 24WM
- General Human Services Cert 25HF
- Health Information Technology AAS 21HM
- Healthcare Office Assistant Cert 21ME
- Hospitality and Culinary Management - AAS 22FB
- Hospitality Manager Certificate 22FI
- Hospitality Supervisor 22FG
- Human Services - Adult Service AAS 25HC
- Human Services - Children and Adolescents AAS 25HB
- HVAC Light Commercial Cert 24RI
- HVAC/R Installation Technician Cert 24RY
- Landscape Construction and Maintenance AAS 21HC
- Landscape Design AAS 21HB
- Landscape Maintenance Cert 21HH
- Lasers, Photonics and Optics Cert 24LA
- Library Public Services AAS 23LF
- Library Technical Assistant Cert 23LH
- Machine Tool Trades AAS 24MD
- Machine Tool Trades Certificate 24SM
- Magnetic Resonance Imaging Cert 21MR
- Marketing (Cert) 22BG
- Mechanical Engineering Technology AAS 24MB
- Mechatronics Technology Cert 24ZB
- Medical Assisting AAS 21MD
- Medical Assisting Cert 21MA
- Medical Billing Specialist Cert 21HN
- Medical Imaging AAS 21MI
- Multimedia Communications Cert 23TH
- Multimedia Presentations Cert 23TE

- Natural Areas Management AAS 21HP
- Network Administration & Security AAS 22CD
- Nursing AAS 21NC
- Office Application Specialist AAS 22CB
- Office Application Specialist Cert 22CG
- Office Professional Cert 22SN
- Paralegal Studies Cert 22PB
- Phlebotomy Cert 21MP
- Professional Accounting Cert 22AB
- Residential Air Conditioning Technician Cert 24RN
- Residential Heating Technician Cert 24RJ
- Shielded Metal Arc Welding Cert 24WO
- Supervision Cert BUS 22BK
- Surgical Technology Cert 21
- Technical Communication Cert 23TGSD
- Tool Mold Maker Phase III Cert 24SR
- Web Programmer AAS 22CJ
- Web Programming Cert 22CN

**Workforce Development Grant
Expenditure Report**

April 2016

Workforce Innovation and Opportunity Act Grant					April 2016
Youth - Adult - Dislocated Worker	Cost Category	Allocation	Certified Costs	Obligations*	Percentage
PY'15 Grant (July 2015 - June 2017)	Administration	479,342	141,742.21	-	29.6%
	Youth	1,518,725	939,102.42	-	61.8%
	Adult Dislocated Worker	1,476,770	1,020,893.64	-	69.1%
		1,318,594	1,038,303.01	-	78.7%
	Total	4,793,431	3,140,041	-	65.5%

Workforce Investment Act Grant					April 2016
Youth - Adult - Dislocated Worker	Cost Category	Allocation	Certified Costs	Obligations*	Percentage
PY'14 Grant (July 2014 - June 2016)	Administration	429,377	429,377.00	-	100.0%
	Youth	1,290,011	1,290,011.00	-	100.0%
	Adult Dislocated Worker	1,287,887	1,287,887.00	-	100.0%
	2% Transition	32,200	31,316.64	-	97%
	Total	4,293,784	4,292,901	-	100.0%

Trade Adjustment Act Grant					April 2016
TAA '14 (October 2015 - September 2016)		Budget	Certified Costs	Obligations*	Percentage
		420,160.72	289,371.44	-	68.9%

Trade Adjustment Act Grant				
Grant Closed September 30, 2015		Budget	Certified Costs	Grant Closed
		1,029,257.74	1,029,257.74	100%

Rapid Response Trade Case Management (WIA) CM'15 (October 2015 - June 2017)	Budget	Certified Costs	Obligations*	April 2016 Percentage
	<u>134,089.00</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Rapid Response Trade Case Management (WIA) CM'14 Grant (November 2014 - June 2016)	Budget	Certified Costs	Obligations*	April 2016 Percentage
	<u>412,217.00</u>	<u>31,789.28</u>	<u>-</u>	<u>7.7%</u>
Rapid Response Trade Case Management (WIA) CM'13 Grant (November 2013 - June 2016)	Budget	Certified Costs	Obligations*	April 2016 Percentage
	<u>228,532.55</u>	<u>228,532.55</u>	<u>-</u>	<u>100.0%</u>
Dislocated Worker Rapid Response (WIA) RR'14 Grant (June 2015 - June 2016)	Budget	Certified Costs	Obligations*	April 2016 Percentage
	<u>210,650.00</u>	<u>148,493.37</u>	<u>-</u>	<u>70.5%</u>
Dislocated Worker National Emergency Grant (WIA) Grant Closed December 31, 2015	Budget	Certified Costs		Grant Closed Percentage
	<u>620,181.00</u>	<u>620,181.00</u>		<u>100.0%</u>
Disability Employment Initiative Grant DEI'13 Grant (April 2014 - January 2017)	Budget	Certified Costs	Obligations*	April 2016 Percentage
	<u>381,600.00</u>	<u>232,417.30</u>	<u>-</u>	<u>60.9%</u>
Accelerated Training for Illinois Manufacturing Grant Closed August 31, 2015	Budget	Expenditures		Grant Closed Percentage
	<u>464,755.68</u>	<u>464,755.68</u>		<u>100.0%</u>

Incentive Funds (WIA)			April 2016
PY'13 Incentive (May 2015 - June 2016)	Budget	Certified Costs	Percentage
	<u>27,745.00</u>	<u>12,941.58</u>	<u>46.6%</u>

Incentive Funds (WIA)			April 2016
PY'14 Incentive (April 2016 - June 2017)	Budget	Certified Costs	Percentage
	<u>15,085.00</u>	<u>-</u>	<u>0.0%</u>

Certified costs for April 30, 2016 reported on May 20, 2016

*Obligations are reported on a quarterly basis