



Chicago Cook Workforce Innovation Board

September 26, 2023

Meeting Minutes

Hybrid Meeting: Zoom and in person

Present: Jacki Robinson-Ivy, Co-Chair, Smita Shah, Co-Chair, Colin Cosgrove, Ed Cabezas for Michael Fassnacht, Xochitl Flores, Jennifer Foster, Adam Hecktman, Michael Jacobson, Dan Lyonsmith, Pam McDonough, Sarah Lichtenstein for Juan Salgado, Marc Schulman

Quorum? Yes

Jacki Robinson-Ivy called the meeting to order at 10:40 am. She called for a motion to approve the minutes from the June 26, 2023 meeting. Motion to approve the minutes was made by Adam Hecktman and seconded by Pam McDonough. Motion was approved with one abstention.

CEO remarks were made by George Wright. George shared that we have created an internal New Way Committee for high potential staff; we have reorganized the WIOA programs team to include the Business Relations function; we support our staff and encourage them to engage in employee development activities such as Apprenticeship Boot Camp; AFP Fundamentals in Fundraising course and the Goodwill Workforce Development panel.

In terms of finance, our focus has been People, Money, Process. We have been awarded an additional \$2.376M via the state for the Program Year beginning July 1, 2023. The Partnership has continued to curry favor with funds going from Department of Labor to the state to us. They know that we spend down the funds we receive and that are redirected for us to use.

From these funds, we received \$1.5M in Quest funding from DCEO; \$168,000 for the Apprenticeship Expansion grant and \$708,000 in State Supplemental funds. The Partnership has continued to significantly reduce expenses, resulting in an additional \$500K. George thanked the fiscal team for working overtime to get this accomplished.

We have successfully closed out the following grants: PY21 Formula; CAREERS; National Dislocated Worker/Employment Recovery (supplemental funding from DCEO); and 1E Supplemental (supplemental funding from DCEO).

The Partnership has also hired an outside firm, KEB (Kerber Eck & Braeckel LLP) to complete the scan of financial policies and procedures and we expect to have their recommendations shortly. They will be assisting with policy support and ensuring that the best practices are used. This is the first time The Partnership has had this analysis of our fiscal department. It will be very beneficial for us moving forward. Next for us will be soliciting proposals to complete a policies and procedures scan/best practices analysis for human resources, communications, IT and facilities. George also expressed that he was glad that we began work on the FY23 audit



ahead of schedule. We will never be late with our audit while I am at the head of this organization.

Discussion regarding what the impacts were that resulted from the late audit. George responded that we submitted the audit on the last possible date, so we avoided monetary penalties. For this recent audit, Jose Mota spent countless hours over those last 10 days to ensure we crossed the finish line in a timely fashion.

George added that he met with 85% of the staff to learn about their aspirations and roles within The Partnership. He also will visit all the American Job Centers.

Jacki added that the Board appreciates all that George has accomplished since he came on board. It's been remarkable what has occurred over the past 120 days and its not lost on the Board. Everyone has done such a great job at The Partnership; we can see and feel what has occurred. Applause from the Board members.

Pam McDonough, Co-Chair of the Service Delivery Committee provided an overview of the Committee activities.

Training Provider Recertifications were presented, discussed and voted on at the Service Delivery Committee meeting. Discussion regarding the programs that are recommended for continued eligibility. Some of the programs are up for renewal currently. We show several training providers applying for initial certification. Some programs have been removed at the request of the training provider as they no longer offer the specific program.

Jacki called for a motion to approve the Training Provider Recertifications. Moved by Pam McDonough, seconded by Michael Jacobson. Motion passed with one vote "present".

WIOA Funding Recommendations for Delegate Agencies (Adult and Dislocated Worker). Amy Santacaterina provided an overview of the WIOA outcomes for Program Year ending June 30, 2023. She focused on Training Provider recertifications and WIOA Funding Recommendations, including Delegate Agencies (Adult and Dislocated Workers), Career Pathways Programs, Bridge Programs, and the One Stop Operator renewal.

She noted that it is possible if there is a government shutdown there could be delays in us receiving our allocations for Adult and Dislocated Worker funding. The Department of Labor funds go to Illinois via DCEO, which then has a specific amount that we can draw down on for the first quarter.

Amy noted that there are key benchmarks established for each agency that we are recommending. There are specific ratings for program compliance scores and a fiscal capacity score. Depending on their score agencies, agencies might be put on an automatic program or fiscal improvement plan. Being placed on an improvement plan they will still be funded but we will monitor them closely throughout the year.



Jacki called for a motion to approve the WIOA Funding Recommendations for Delegate Agencies. Moved by Pam McDonough, seconded by Sarah Lichtenstein. Motion passed with one vote “present”.

WIOA Funding Recommendations for Career Pathway and Bridge Programs. Jacki called for a motion to approve the WIOA Funding Recommendations for Delegate Agencies. Moved by Pam McDonough, seconded by Adam Hecktman. Motion passed with one vote “present”.

WIOA Funding Recommendations for One Stop Operator to continue with the funding for three quarters instead of one year to have the One stop operator be in line with the MOU for the American Job Centers.

Jacki called for a motion to approve the WIOA Funding Recommendation for the One Stop Operator. Moved by Pam McDonough, seconded by Dan Lyonsmith. Motion passed with one vote “present”.

Jose Mota, Interim Director of Finance, provided highlights of the draft WIOA FY24 budget. See handouts for specific details.

PY22 Formula fund expenses for the first year totaled \$36,306,807. The balance of \$14,448,371 is carried over into FY24 budget of which \$6,493,825 is obligated for ITAs, OJTs and contracts that have an end date of 9/30/2023. The difference of \$7,954,546 is carried over into FY24 Budget and is obligated and utilized in combination with PY23 funds to award funding to all agencies in FY24.

PY23 Original Allocations of Formula funds budget for PY24 is \$56,722,939. After including the PY22 Carry in (including funds obligated) the total is \$71,171,310.1

Jacki asked for a motion to approve the WIOA FY24 Budget. Pam McDonough moved to approve the WIOA budget, seconded by Adam Hecktman. Motion passed with one vote “present”.

Susan Massel, Director of Communications, presented information on the Level Up Campaign to increase awareness of the American Job Centers (AJCs) that are available to job seekers and employers. We will increase outreach to ensure that AJCs become a household name. The campaign will help to attract new customers, both job seekers and employers. We will develop a meaningful message and encourage our AJCs to communicate with a unified voice and message.

Susan added that we will be sending out a message on Monday and she hopes that all Board members will share this email with their contacts. We need everyone’s input for this campaign to be successful. Here is the link to the landing page for the video: <https://levelupajc.org>

Susan noted that we are working to change the names of the American Job Centers to be more consistent across the board. She added that we’ve had some great media over the past quarter.



For example, George has been on WGN radio; we've had articles and quotes in the Chicago Sun-Times and the Daily Herald. George will soon be hosting a podcast on Saturday mornings at WVON. Our social media is picking up, especially our LinkedIn page. The Partnership has participated in several regional job fairs; and 2 Career Connector events were held in June with 4 more events occurring between September and November.

Susan shared a video showing the genesis of The Chicago Cook Workforce Partnership and how we came to be. The Board members applauded when the video was over.

Becky Raymond, Executive Director of ScaleLit provided the One Stop Operator quarterly report. We continue to bring our AJCs together and our primary focus is to support the customers and employers that access our centers.

Jacki Robinson-Ivy called for public comments. Ted Stalnos with the Calumet Area Industrial Commission (CAIC) didn't have a comment, but he introduced himself.

Hearing no comments, Jacki adjourned the meeting at 11:30 am.