



LWIA-17 Local Workforce Innovation Board
September 16th, 2021 – 3:00PM

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This meeting will be held via Zoom, and may be accessed by visiting:

<https://ccrpc.zoom.us/j/95785832171?pwd=dmZLMFZVcFNmK2RaRWlwRkdHWUxKdz09>

Meeting ID: 957 8583 2171

Passcode: !Nv3\$T!n21

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IX. Updates and Information Sharing

A. Recertification Reminder (Brooke Parson-Burkhalter)

X. Adjournment



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Local Workforce Innovation Area 17 Local Workforce Innovation Board

Date and Time: June 17th, 2021 at 3:00PM

Place: This meeting was conducted via Zoom

Members Present: Mindy Cain, Jarrett Clem, Jennifer Heather, Carly McCrory-McKay, Brian Moody, Megan Parsons, Tom Ramage, Dean Rose, Kevin Sage, Tawanna Nickens, James Ayers, Lauren Schmid

Others Present: Dr. Justin Arnold, Brooke Parson-Burkhalter

Minutes

I. Call to Order, Roll Call

Ms. Parson-Burkhalter called the meeting to order at 3:01PM. Roll was called, and quorum met. Ms. Parson-Burkhalter confirmed everyone could hear and be heard.

II. Approval of Agenda

Mr. Rose motioned, seconded by Ms. McCrory McKay to approve the agenda. After a roll call vote, the motion carried unanimously.

Cain – Yea	Clem - Yea	Heather -Yea	McCrory-McKay - Yea
Moody – Yea	Parsons – Yea	Ramage – Yea	Rose – Yea
Sage – Yea	Nickens – Yea		

III. Approval of Minutes

Ms. Parson-Burkhalter presented the March 18, 2021 meeting minutes for review and approval. Mr. Ramage motioned, seconded by Ms. McCrory-McKay, to approve the minutes. Following a roll call vote, the motion carried unanimously.

Mr. Ayers joined the meeting at 3:05PM.

Ayers – Yea	Cain - Yea	Clem -Yea	Heather - Yea
McCrory-McKay– Yea	Moody – Yea	Parsons – Abstained	Ramage – Yea
Rose – Yea	Sage – Yea	Nickens – Yea	



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IV. Audience Participation

There was no audience participation.

V. Action Items

A. MOU Approval

Mr. Hensgen provided the Board a status update regarding the PY21 Memorandum of Understanding, including budget and narrative, to the Board. He shared that the State had no issues which required revision and indicated that partners would receive significant savings in PY21 over PY20. Mr. Hensgen asked the Board to approve the MOU budget of \$273,441.00.

Mr. Rose applauded Mr. Hensgen’s work on the PY21 MOU, particularly considering the cost savings versus the previous program year.

Ms. Dupree-Pryor joined the meeting at 3:06PM.

Ms. Schmid joined the meeting at 3:08PM.

Ms. McCrory-McKay motioned, seconded by Mr. Ayers, to approve the PY21 MOU Budget. Following a roll call vote, the motion carried unanimously.

Ayers – Yea	Cain - Yea	Clem -Yea	Dupree-Pryor - Yea
Heather– Yea	McCrory-McKay – Yea	Moody – Yea	Parsons – Yea
Ramage – Yea	Rose – Yea	Sage – Yea	Nickens – Yea
Schmid – Yea			



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B. One-Stop Operator Proposal Review and Contract Award

Dr. Arnold explained the One-Stop Operator RFP process and the duties any such awardee is charged with. He advised the Board that one proposal was received from the consortium of Champaign County Regional Planning Commission, Illinois Department of Employment Security, IDHS-DRS, and Parkland College. He requested the Board approve the proposal and award the One-Stop Operator Contract to the consortium.

Ms. McCrory McKay, seconded by Mr. Sage, to approve the One-Stop Operator proposal and award the contract to the consortium as outlined in the submission. Following a roll call vote, the motion carried unanimously.

Ayers – Yea	Cain - Yea	Clem -Yea	Dupree-Pryor - Yea
Heather– Yea	McCrory-McKay – Yea	Moody – Yes	Parsons – Yea
Ramage – Yea	Rose – Yea	Sage – Yea	Nickens – Yea
Schmid – Yea			

C. PY21 Budget Approval

Ms. Rhone referred to the Board packet which included budgetary documents for PY21. She reminded the Board that they are charged with reviewing and approving the budget annually. Ms. Rhone highlighted changes to staffing, projected registrants for PY21, and cuts to youth providers. She requested the Board approve the PY21 budget.

Mr. Moody motioned, seconded by Ms. McCrory-McKay, to approve the PY21 budget. After a roll call vote, the motion carried unanimously.

Ayers – Abstained	Cain - Yea	Clem -Yea	Dupree-Pryor - Yea
Heather– Yea	McCrory-McKay – Yea	Moody – Yes	Parsons – Yea
Ramage – Yea	Rose – Yea	Sage – Yea	Nickens – Abstained
Schmid – Yea			



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D. New and Amended Policies

Ms. Rhone pointed to the memo included in the Board packet highlighting changes to existing policies in LWIA-17. She provided clarification regarding the changes and opened the floor for questions regarding the changes to existing policies. Mr. Ramage requested more information regarding the removal of certain language in the Work-Based Training Policy. Ms. Rhone explained that the change was made at a State level regarding testing requirement for On-the-Job Training participants only and at the behest of employers.

Ms. Rhone shared two new policies with the Board: Youth Needing Assistance policy and College Visit policy. She explained the purpose of each policy and opened the floor for questions. Mr. Rose asked for clarification regarding the selection of colleges and universities included on the College Visit policy. Ms. Rhone clarified that additional colleges and universities could be added at the request of a provider to the Board.

Mr. Clem requested clarification regarding the allowance of OJT training agreements with staffing agencies. Ms. Rhone explained that the State policy has been updated to include staffing agencies, but that local areas must develop their own local policy in this area. Ms. Rhone shared that this will remove some barriers in utilizing OJTs with local manufacturers, who frequently utilize staffing agencies to source employees.

Ms. Rhone requested that the Board approve the changes to the existing policies as presented and the approval of the Youth Needing Assistance and College Visit policies.

Mr. Moody motioned, seconded by Ms. McCrory-McKay, to approve the new and amended policies as presented. Following a roll call vote, the motion carried unanimously.

Ayers – Yea	Cain - Yea	Clem -Yea	Dupree-Pryor - Yea
Heather– Yea	McCrory-McKay – Yea	Moody – Yes	Parsons – Yea
Ramage – Yea	Rose – Yea	Sage – Yea	Nickens – Yea
Schmid – Yea			



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VI. Talent Pipeline Management Training

Dr. Justin Arnold presented an overview of and brief training on talent pipeline management to the Board. Discussion ensued between Board members regarding local initiatives relating to talent pipeline management.

VII. New Business

A. Board Member Resignation and Removal

Ms. Parson-Burkhalter advised the Board regarding the resignation of James McNeely and removal of Joe Siedenbug and LaMae Ryan as members of the Local Workforce Innovation Board.

B. Formation of IWT Taskforce

Dr. Arnold informed the Board that the Chair had designated the formation of an IWT taskforce to expedite the process.

C. New Board Member Orientation

Dr. Arnold advised the Board that he had developed a new Board member orientation in order to better acclimate Board members to and educate them on the duties that the Board is charged with and to empower and inform the Board. He indicated staff would be reaching out to schedule orientation dates with interested Board members.

VIII. Old Business

There was no old business.

IX. Updates and Information Sharing

No updates or information sharing took place.

X. Adjournment

There being no further business pursuant to the agenda, Mr. Rose motioned, seconded by Ms. McCrory-McKay, to adjourn the meeting. The meeting was adjourned at 4:04PM.

Respectfully Submitted,
Brooke Parson-Burkhalter
Recording Secretary



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Memorandum

To: Local Workforce Innovation Board
From: Dr. Justin Arnold, Director
Date: September 16, 2021
RE: Policy for IBEW Apprenticeship Support

Pursuant to WIOA e-Policy Ch. 7, Sec. 3.1, "All Registered Apprenticeship Programs (RAPs) registered with the USDOL, Office of Apprenticeship or a recognized state apprenticeship agency are automatically eligible to be included as an Eligible Training Provider..."

Recently, IBEW 601's apprenticeship program was added to the Registered Apprenticeship Program list. One of the target sectors for LWIA 17 is the construction trades, and one of the key action areas for LWIA 17 is apprenticeships, so this approval demonstrates our LWIA's ability to be responsive to job seekers and employers with good public policies.

The approved components of the program include annual tuition (\$1,180) and books (\$427.40), and the cost of supplies (\$503.18). This program has annual costs of up to five years per student. Because the program is automatically added to the list of eligible training provides as stated in the policy referenced above, the Board is not required to approve IBEW as an eligible training provider or to directly approve funding. However, in this instance, "tuition" is used non-traditionally as students in the program are not paying tuition directly; their training is supported by the membership dues paid by the organization's members. The tuition costs are a reflection of the needs of IBEW's need to hire technical experts as trainers, provide innovative programs, invest in new technologies, and update labs.

Allowing non-traditional tuition payments for apprenticeships in the construction trades has precedent (LWIA 18 allows for this cost). Based on the policy of LWIA 17 (one target sector being the construction trades and one key action area for LWIA 17 being apprenticeships), the fact that the investment of non-traditional tuition payments by LWIA 17 helps keep the IBEW 601 relevant and responsive to job seekers and employers, and that there is a precedent for this type of cost being covered in other LWIAs, we are recommending that the WIB discuss covering the full cost of the program on an annual basis for each participant.

Staff requests the Board approve funding as described herein.



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Memorandum

To: Local Workforce Innovation Board
From: Brooke Parson-Burkhalter, Board Liaison
Date: September 16, 2021
RE: LWIB Bylaw Revisions

Pursuant to Federal Law, Illinois policy, and the current LWIB bylaws, one of the functions with which the Executive Committee is tasked is an annual review and revision of the Bylaws for the Local Workforce Innovation Board. Yearly review and revision is important to ensure compliance with changes in federal, state, and local laws, and provides an opportunity to refresh bylaws, removing information which does not support the local and regional plan or efforts of the Board, and adding information to clarify roles and responsibilities.

In the 2021 regular annual review of the LWIB bylaws, staff has suggested omissions, additions, and other revisions as outlined herein:

Art. III, Sec. 3, ¶ 2:

Board members shall serve staggered terms. Initial terms will be for one, two, or three-year terms so that **approximately** one-third of the board is reappointed or replaced annually.

This change was suggested by DCEO, and allows us more flexibility in setting appointment **length when initial appointments and reappointments are made.**

Art. IV, ¶ 1:

Officers of the Board shall serve a term of one (1) year, beginning October 1 of each year. Election of Board officers shall take place each September. Board officers may serve consecutive terms if nominated and elected by the Board's membership.

This language was added to define terms for Board officers (such as Chair and Vice Chair). Policy dictates that election of officers should occur annually; adding language which defines term limits allows us to comply with this requirement.



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Art. IV, Sec. 1:

“Shall appoint all members of standing committees **and/or taskforces;**”

This language was added to clarify that the Board Chair has the authority to appoint individuals to ad-hoc taskforces in addition to committees.

Art IV, Sec. 2:

Language removed – “Must be a Board business representative.”

Federal law does not require that the Vice Chair be a business representative, so this requirement was removed.

Article V, Sec. 1, ¶ 1:

Language removed – “the LWIB program administrator and Secretary.”

The LWIB program administrator and program secretary are not voting members of the Executive Committee, so this omission is purely for clarification purposes.

Art. V, Sec. 2, Par 3:

Language removed – “The committee chairs shall come from the business sector whenever possible and feasible.”

There is no specific requirement pursuant to federal or state law or policy which requires committee chairs to be business representatives.

Art. V, Sec. 2, Par 4:

Language removed – “To ensure board members actively participate in board functions, each member will actively serve on a committee. The Executive Committee will survey the membership as to their interest and appoint members to the committees.”

There is no specific requirement pursuant to federal or state law or policy which requires the LWIB to actively use committees, therefore, the requirement that each member serve on a



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committee is unnecessary. Truly engaged committees are comprised of members who have a genuine interest in the topics which fall under their scope of responsibilities.

Article VI, Sec. 1:

Revised to clarify that LWIB meetings are held quarterly, and that committee meetings shall be held bi-annually, with schedules approved by their respective membership annually each December.

Addendum A:

The existing standing committees' official names have been revised for the purpose of uniformity. The duties of each standing committee (Youth and Business) have been revised in their entirety, and the proposed changes follow.

Business ~~Engagement~~ Standing Committee

The Business Engagement ~~Standing~~ Committee's responsibilities include, but are not limited to:

- a. Discuss the needs of employers in our LWIA-17's target industries, including the employee lifecycle and demand planning, and brainstorm how to support these employers by leveraging regional networks and resources;
- b. Discuss how regional networks and resources can support the success of job seekers from various opportunity populations (i.e., low income, eligible immigrants, re-entry populations, foster care, etc.); and
- c. Discuss how to gather, organize, share, and promote labor market information that supports business attraction, retention, and expansion, and support job seekers.



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Youth **Standing** Committee

The Youth Standing Committee's responsibilities include, but are not limited to:

- a. Discuss how to highlight, increase, and sustain investments from regional networks and resources into youth college and career readiness;
- b. Discuss how to embrace, promote, and leverage the WIOA elements of employment, postsecondary education, support, and citizenship as a pathway out of poverty; and,
- c. Discuss how to improve equity and access for youth from various opportunity populations (i.e., low income, eligible immigrants, re-entry populations, foster care, etc.).

The Executive Committee approved these changes on September 2, 2021, and the changes were approved and adopted by the CEOs on September 9, 2021.



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LOCAL WORKFORCE INNOVATION AREA (LWIA) 17 BYLAWS

ARTICLE I

NAME/SERVICE AREA/OFFICE LOCATION/DEFINITIONS/AUTHORITY

Section 1. Name

The name of this organization shall be the Local Workforce Innovation Board of Local Workforce Innovation Area 17, hereinafter referred to as the "Board."

Section 2. Service Area

The Board shall serve the residents of Illinois counties of Champaign, Ford, Iroquois, Piatt, and Douglas counties hereinafter referred to as Local Workforce Innovation Area (LWIA) 17.

Section 3. Office Location

The official office location and mailing address shall be - Illinois workNet™ Center, 1307 North Mattis Avenue, Champaign, Illinois, 61821.

Section 4. Authority

The Board shall act as the Workforce Innovation Board ("WIB") for local Workforce Innovation Area 17. The Board shall conduct and engage in activities as set forth in the federal Workforce Innovation and Opportunity Act (hereinafter referred to as "WIOA"), applicable federal regulations, state, and local law.

Section 5. Definitions

For the purposes of these bylaws and consistent with WIOA, Chief Elected Officials or Chief Local Elected Officials (CEOs) are defined as the County Board Chairs and/or Chief Elected Executive of Champaign, Ford, Iroquois, Piatt, and Douglas counties.

ARTICLE II

VISION/PURPOSE/FUNCTION

Section 1. Vision

The vision for the Board is to serve as a strategic leader and convener of local workforce system stakeholders. The Board partners with employers and the workforce system to develop policies and investments that support workforce system strategies that support regional economies, the development of effective approaches including local and regional sector partnerships and career pathways, and high-quality, customer-centered service delivery and service delivery approaches.

Section 2. Purpose

The purpose of the Board is to:

- Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce system in the local area and larger planning region;
- Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan; and
- Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided.

Section 3. Function

In partnership with the CEOs, the Board sets policy for the local workforce system consistent with State policies. The functions of the Board are described in WIOA Sec. 107(d) and are as follows:

- A. LOCAL PLAN. Develop and submit a four-year local plan for the local area, in partnership with the CEO(s) and consistent with Section 108 of WIOA;
- B. REGIONAL PLAN. Develop and submit a regional plan in collaboration with other local areas in the designed region. The local plan must be submitted as a part of the regional plan;
- C. WORKFORCE RESEARCH AND REGIONAL LABOR MARKET ANALYSIS. Conduct workforce research and regional labor market analysis as defined in section 107(d)(2) of WIOA:
 - Carry out analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities (including education and training) in the region described in Section 108(b)(1)(D), and regularly update such information;
 - Assist the Governor in developing the statewide workforce and labor market information system described in Section 15(e) of the Wagner-Peyser Act (29 U.S.C. 491–2(e)), specifically in the collection, analysis, and utilization of workforce and labor market information for the region; and
 - Conduct such other research, data collection, and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions;
- D. CONVENING, BROKERING, LEVERAGING. Convene local workforce system stakeholders to assist in the development of the local plan under Section 108 and in identifying non-federal expertise and resources to leverage support for workforce activities. The local board, including standing committees, may engage such stakeholders in carrying out the functions described in these bylaws.
- E. EMPLOYER ENGAGEMENT. Lead efforts to engage with a diverse range of employers and other entities in the region in order to promote business representation on the Board, develop effective linkages with employers in the region, ensure that workforce investment activities meet the needs of employers, and develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers;
- F. CAREER PATHWAYS DEVELOPMENT. With representatives of secondary and post-secondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;
- G. PROVEN AND PROMISING PRACTICES. Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and jobseekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs;
- H. TECHNOLOGY. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce system for employers, and workers and jobseekers consistent with Section 107(d)(7) of WIOA:
 - Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;

- Facilitating access to services provided through the one stop delivery system involved, including facilitating the access in remote areas;
 - Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
 - Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment;
- I. PROGRAM OVERSIGHT. In partnership with the chief elected officials for the local area conduct oversight of:
- Local youth workforce investment activities authorized under Section 129(c), local adult and dislocated worker employment and training activities authorized under subsections (c) and (d) of Section 134;
 - Entire one stop delivery system in the local area;
 - Ensure the appropriate use and management of the funds provided under subtitle B for the youth, adult, and dislocated worker activities and one stop delivery system in the local area; and
 - Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA Sec. 116;
- J. LOCAL PERFORMANCE ACCOUNTABILITY MEASURES. Negotiate and reach agreement on local performance measures with the CEOs and the Governor;
- K. MEMORANDUM OF UNDERSTANDING. Negotiate with CEOs and required partners on the methods for funding the infrastructure costs of one stop centers in the local area in accordance with WIOA or must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism;
- L. SELECTION OF YOUTH PROVIDERS. Select providers of youth workforce investment activities, training services, career services, and one stop operators in the local area as specified in WIOA, and where appropriate terminate such providers in accordance with 2 CFR Part 200;
- M. IDENTIFICATION OF ELIGIBLE PROVIDERS OF SERVICES. In accordance with WIOA Sec. 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities;
- N. COORDINATION WITH EDUCATION PROVIDERS. Coordinate activities with education and training providers in the local area, including reviewing applications to provide adult education and literacy activities under Title II for the local area to determine whether such applications are consistent with the local plan, making recommendations to the eligible agency to promote alignment with such plan, and replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals;
- O. BUDGET AND ADMINISTRATION. Develop a budget for the activities of the Board, with approval of the CEOs and consistent with the local plan and the duties of the Board;
- P. ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES. Assess, on an annual basis, the physical and programmatic accessibility of all one stop centers in the local area, in accordance with WIOA Sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); and

Q. CERTIFICATION OF ONE-STOP CENTERS. Certification of one stop centers in accordance with WIOA.

ARTICLE III MEMBERSHIP

Section 1. Composition

Board membership shall be composed of representatives required under WIOA and by policies established by the State of Illinois.

The Board members shall be appointed by the CEOs for Workforce Innovation Area 17 in accordance with the following categories:

- A. Business Sector – Members of this category shall constitute a majority of the membership of the Board. Members must be owners of businesses, chief executives or chief operating officers or other business executives or employers with optimum policy making or hiring authority. At least two business members must meet the requirements of a small business as defined by the Small Business Administration.
- B. Workforce Sector – Members of this category shall constitute at least twenty percent (20%) of the membership. The members shall include:
 - At least two (2) representatives of labor organizations and one (1) representative of registered apprenticeship programs (if they exist in the area).

The members may include representatives from community-based organizations that have demonstrated experience and expertise addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

- C. Education and Training Sector – Local educational program representatives which shall include:
 - Representative of adult education and literacy activities under Title II Sec. 107(b) (2)
 - Representative of higher education

The members may include entities administering education and training activities that represent local education agencies and community-based organizations with demonstrated expertise addressing the education or training needs of individuals with barriers to employment. No single member of a local board shall serve as a representative of the adult education and literacy activities under Title II and the institution of higher education providing workforce investment activities.

- D. Governmental and Economic and Community Development Sector – Entities shall include:
 - Representative of economic and community development. Sec 107 (b) (2)
 - Representative of Wagner-Peyser under Title III. Sec 107 (b) (2)
 - Representative of vocational rehabilitation under Title IV. Sec 107 (b) (2)

Members in this category may include a representative that administers local programs providing transportation, housing and public assistance in the local area or a representative of philanthropic organizations serving the local area.

- E. Other Sector – May include such other individuals or representatives of entities as the CEOs may determine to be appropriate.

Section 2. Selection/Nomination

- A. The CEOs shall make appointments and reappointments in accordance with the CEO Agreement and criteria established by the State of Illinois. WIOA allows optional and discretionary appointments. The Act allows members, should they meet the criteria for representation, to represent multiple representation slots with the exception of the adult education and higher education representatives.
- B. All representatives of organizations, agencies or other entities serving on the local board shall be individuals with optimum policymaking authority within the organizations, agencies or entities they represent, and should represent the diverse geographic areas within the local area.
- C. Business representatives are to be from local businesses and are appointed from among individuals nominated by local business organizations and business trade associations.
- D. Labor representatives are to be nominated by local labor federations or (for a local area in which no employees are represented by such organizations) by other representatives of employees, such as employee organizations and/or the State AFL-CIO.
- E. Representatives of local educational entities providing adult education and literacy activities and institutions of higher education (including representatives of community colleges) are to be nominated by each respective group if there are multiple providers in the local area.
- F. Individuals may nominate themselves if they meet the criteria to nominate and represent the particular business, organization, or program for which they are being nominated.

Section 3. Term Limitations

Appointments to this board shall be made in accordance with the CEO Agreement. Appointments and reappointments will occur October 1 of each year.

Board members shall serve staggered terms. Initial terms will be for one, two, or three-year terms so that **approximately** one-third of the board is reappointed or replaced annually. Thereafter, all appointment terms will be for three years.

Board members will serve until their term of office expires; or their status under which they were appointed changes; or a majority of the CEOs agree to revoke their appointments; or the member becomes incapacitated or otherwise unable to complete their term of office; or the member resigns.

When possible, members shall serve until their successors are appointed.

Section 4. Vacancies

Staff to the board shall notify the CEOs of a board member vacancy within 90 days of the vacancy in order to ensure a prompt appointment to the vacancy.

Nominations for filling vacancies shall be made in the same manner as was made for the resigning member. Upon appointment, the member shall serve the unexpired term of the member whose vacancy he/she is filling.

Section 5. Proxy/Alternate Designee

In the event that a Board member cannot attend a meeting, he/she may designate an alternate to represent him/her at the Board meeting by submitting the name and title of representative authorized to vote on his/her behalf to the Board Secretary in advance of the meeting.

Section 6. Compensation/Reimbursement of Expenses

All members of the Board shall serve without compensation of services on the Board.

Section 7. Resignation/Termination/Removal

- A. Any member may resign from the Board upon written request to the Board Chairperson(s) and the respective CEO. If a member resigns prior to the expiration date of his/her term in office, the vacancy shall be filled by the CEO who appointed the resigning member.
- B. Board member appointments may be revoked by the appointing CEO, or by a request from the appointing CEO for a vote of the CEOs and the concurrence of at least three members of the Consortium of CEOs.
- C. Board membership requirements include regular attendance at meetings of the Board and assigned committees. Any member may be removed from the Board if he/she fails to attend two consecutive meetings of the Board without notifying the Board Chair or program administrator of good cause. The Executive Committee will review the reasons for the absences and may make a recommendation as to what actions, if any, should be taken.
- D. Should a Board member cease to represent the category to which he/she was appointed to fill on the Board through change in status, or otherwise become disabled, ill or unable to perform his/her duties on the Board, he/she shall be removed upon recommendation of the Executive Committee to the CEOs.
- E. A member may be removed for cause by 75% of the entire Board upon recommendation of the Executive Committee and in conjunction with the CEOs.

Section 8. Other Conditions

No other conditions exist for board membership except for those stated in the bylaws, federal act and regulations, and state policy.

ARTICLE IV BOARD OFFICERS

Board members shall nominate a slate of officers for the Board. The officers shall consist of Chairperson and Vice Chairperson. The slate of officers shall be selected based upon a majority vote of the quorum present at the regular meeting in September for a one-year term. Officers may succeed themselves. The slate of officers shall take office in October. Officers of the Board shall be members with at least one year of Board experience. The Board Chairperson(s) and Vice Chairperson(s) must be nominated from among the Board's business representatives. Officers of the Board shall serve a term of one (1) year, beginning October 1 of each year. Election of Board officers shall take place each September. Board officers may serve consecutive terms, if nominated and elected by the Board's membership.

Section 1. Chairperson(s)

The Chairperson -

- Must be a Board business representative.
- Shall preside at all Board meetings;

- Shall preside at all Executive Committee meetings;
- Shall establish agendas for each Board and Executive Committee meeting;
- Shall sign, on behalf of the Board, all necessary legal documents;
- Shall establish, at the direction of the members, such ad hoc committees as the Board deems necessary to carry out its responsibilities;
- Shall appoint all members of standing committees and ad hoc committees and/or taskforces;
- Shall be the official representative of the Board, as required;
- May call special meetings of the Board;
- Shall present the Annual Report to the Board; and
- Shall be an advisory member of all committees.

Section 2. Vice Chairperson

- Shall assume all duties and responsibilities of the Chairperson in the Chairperson’s absence or disability.
- The Vice-Chair of the Workforce Innovation Board shall serve as the Vice-Chair of the Executive Committee.

Section 3. Secretary

- A representative of the grant recipient and fiscal agent.
- The Secretary shall serve as a non-voting, ex-officio member.

Section 4. Removal

Any officer may be removed by an affirmative vote of 75% of the entire Board whenever in its judgment the best interests of the Board may be served thereby. Grounds for removal shall include, but not be limited to, conduct involving moral turpitude.

**ARTICLE V
COMMITTEES**

The Board’s Chairperson(s) shall have the power to create standing and ad hoc committees and to assign committee chairs and members. Committees shall meet at the call of the committee chair as necessary. Meetings shall be conducted in the same manner and formality as regular Board meetings following Robert’s Rules of Order and the Illinois Open Meetings Act.

All Committees, except the Executive, are advisory and will make recommendations to the full Board. There shall be a minimum of three Board members on any committee; additional committee members do not necessarily have to be members of the Board. At least 50% of each of the standing committee members must be Board members. Any such committee may be dissolved when it is no longer needed. Dissolution of a committee shall be in the same manner as that committee was created.

The responsibilities of each of the committees are outlined in Addendum A to these bylaws.

Section 1. Executive Committee

The Board shall have an Executive Committee consisting of the Board Officers and the Standing Committee Chairs.

The Chairperson of the Board shall serve as the Chairperson of the Executive Committee.

The Executive Committee is authorized to act on behalf of the full Board in the event of an urgent matter that requires action prior to the next scheduled Board meeting.

Elected officers of the board may serve as committee chairs, but they have only one vote on the Executive Committee.

Decisions of the Executive Committee will be ratified by the Board at the next regularly scheduled meeting.

Section 2. Standing Committees

The standing committees of the Board shall consist of the Business Engagement Committee and the Youth Committee.

The responsibilities of each of the committees are outlined in Addendum A to these bylaws.

The Board Chairperson(s) shall select all committee chairs from among the Board's membership.

The standing committees must include individuals appointed by the Board who are not members and who the Board has determined have demonstrated experience and expertise by contributing to the field of workforce development, human resources, training and development, or a core program function; or the Board recognizes for valuable contributions in education or workforce development related fields.

Non-Board members will serve on a committee as voting members.

Section 3. Ad Hoc Committees and Task Forces

The Chair may designate ad hoc committees or taskforces as needed. Ad hoc committees/taskforces may include additional non-voting members to provide special expertise. The purpose of the Ad hoc committees and/or taskforces is to develop work plans around specific issue-driven goals and measures. The Chair will clearly charge any Ad hoc Committee with the scope and timeframe of its work. The committees are to be formed only when needed to accomplish specific work. The committee disbands when the work is completed. Ad Hoc Committees and Taskforces are authorized only to make recommendations to the Board, unless it has been delegated authority to take final action by resolution of the Board. Such delegation of authority shall be by motion and vote approved by the Board. The responsibilities of an ad hoc committee and taskforce is to: develop work plans to achieve Board assigned goals and measures; report to the Board periodically on progress of the work plan; and support planning and performance related activities as required by WIOA.

ARTICLE VI MEETING PROCEDURES

Section 1. Procedures

- a. Regular meetings of the Board shall be held at a place or places to be determined by the members, at such times and as often as they may deem necessary. Board meetings shall be held quarterly based on the Annual Meeting Calendar approved by the Board.
- b. Committee meetings shall be conducted in the same manner and with the same formality as regular Board meetings. Committee meetings shall be held no less frequently than bi-annually, with a schedule determined and approved annually in December by its respective membership.
- c. When parliamentary procedures are not covered by these bylaws, Robert's Rules of Order, Revised, shall prevail.
- d. All Board and related meetings such as committee meetings shall be subject to the Sunshine provisions under WIOA and the Illinois Open Meetings Act. The Board shall conduct its meetings

according to the provisions of these current laws and any and all subsequent amendments.

- e. Minutes of the Board, Standing Committees, and Ad Hoc Committees shall be kept of all meetings and shall be available for anyone who requests to see them, and shall be reviewed and approved at the next Board or Committee meeting as appropriate.
- f. Board committees shall meet at the call of the Standing or Ad Hoc Committee Chairperson.
- g. Special meetings of members may be called at any time by the Chairperson(s) or by a petition signed by not less than 25% of the membership of the Board setting forth the reason for calling such a meeting.
- h. Board staff shall send written notice of each meeting to Board members following the Illinois Open Meetings Act requirements.
- i. The public shall be informed of meetings through notice which shall state the purpose of the meeting, the time and the place(s). Special meeting notices shall state the purpose of the meeting and whether it has been called by the Chairperson(s) or by petition.
- j. Participation in meetings shall be limited to the voting members of the Board and the CEOs with the following exceptions:
 - Committee meetings, in which it is mandated by law that members be both Board members and non-members.
 - Regularly scheduled agenda items that call for reports or participation by non-members.
 - At the discretion of the Chairperson(s) and with the consent of the Board, comment or other participation by non-members which is relevant or material to the matter under consideration before the group.
 - There shall be a “Public Participation” item regularly scheduled at all meetings at which the Chairperson(s) may recognize members of the public and non-voting Board members.
- k. In matters of routine business, the chair may assume general (unanimous) consent unless or until someone objects. In those cases, a regular vote will be required.

Section 2. Quorum

The Board or its committees shall conduct no official business in the absence of a quorum. A quorum of the full board shall consist of thirty-three (33%) of the appointed members. If any membership position is vacant, it shall not be counted for any purpose. Pre-designated proxies, as outlined in Article III Section 5, shall be counted towards quorum. The quorum for a meeting of a committee shall be a simple majority.

Section 3. Technology

The Illinois Open Meetings Act (5 ILCS 120/2.01) as amended requires that all public meetings be held at specified times and places which are convenient and open to the public.

It also requires that a quorum of members of a public body must be physically present at the location of an open meeting. According to the Act as amended, however, an open meeting of a public body that is a local workforce innovation area with jurisdiction over a specific geographic area of more than 4,500 square miles is held simultaneously at one of its offices, and one or more other locations in a public building, which may include other of its offices through an interactive video conference, and the public body provides public notice and public access as required under the Act for all locations, then members physically present in those locations all count towards determining a quorum.

Per 5 ILCS 102/7(d), the attendance by means other than physical presence shall not apply to closed meetings of local workforce innovation areas with jurisdiction over a specific geographic area of more than 4,500 square miles. Local workforce innovation areas with jurisdiction over a specific geographic area of more than 4,500 square miles, however, may permit members to attend meetings by other means only in accordance with and to the extent allowed by specific procedural rules adopted by the body.

"Public building" means any building or portion thereof owned or leased by any public body.

"Other means" means by video or audio conference.

The rules for the Board on procedures regarding meetings via electronic means are included in Addendum B.

Section 4. Voting Rights – Absentee Voting

Each member shall be entitled to one (1) vote on each matter submitted to a vote of the members unless a conflict of interest arises. Meetings include both in-person and telephonic assemblages. In the event that a Board member cannot attend a meeting, he/she may designate an alternate to represent him/her at the Board meeting. Alternates/proxies may discuss Board business and relate the member's option to the Board and shall have voting rights for the member. A vote of the committee shall be counted in the same manner as a vote of the board. All votes of a committee shall be reported to the board. The board shall take such action as it sees fit based upon the vote of a committee. All votes, including abstentions, shall be recorded in the meeting minutes as such.

Section 5. Conflict of Interest

When an issue presents a possible conflict of interest for a member, that member shall disclose the potential conflict of interest and shall abstain from voting on the matter for which a potential conflict of interest exists. A conflict of interest is any matter that has a direct bearing on services to be provided by the member or any organization such member directly represents, or any matter which would provide direct financial benefit to the member of the immediate family of the member or any organization they represents.

ARTICLE VII INDEMNIFICATION

Section 1.

The Board shall indemnify any Board member, staff person, officer, or former Board member, staff person, or officer for expenses actually and reasonably incurred by him/her in connection with the defense of any action, suit or proceeding, civil or criminal, in which he/she is made a party by reason of being or having been a Board member, staff person, or officer, except in relation to matters in which he/she was adjudged, in the action, suit or proceeding, to be liable for negligence or misconduct in the performance of his/her Board duties.

Section 2.

The right to indemnification under this Article is only available to the extent that the power to indemnify is lawful and to the extent that the person to be indemnified is lawful and to the extent that the person to be indemnified is not insured or otherwise indemnified.

Section 3.

The Board shall have the power to purchase and maintain insurance sufficient to meet this Article's indemnification requirements.

ARTICLE VIII GENERAL

Section 1. Right of Policy

Nothing in these bylaws shall be construed to take precedence over federal, state, or local laws or regulations or to constrain the rights or obligations of the CEOs.

Section 2. Enactment Provision

These bylaws shall become effective after approval by a 50% vote of Board membership after due notice to Board members. Said notice shall be made no less than seven days prior to the meeting at which these bylaws are enacted.

Section 3. Amendment

These bylaws may be amended at any regular or special meeting of the Board by an affirmative vote of three-fourths (3/4) of the members present and voting, or 100% of a simple majority of the full Board. Notice must be given to Board members specifying or summarizing the proposed changes. Such notice shall be made no less than 15 calendar days prior to voting.

Section 4. Termination of Board

The Board shall remain in existence until the Workforce Innovation and Opportunity Act expires or is repealed by Congress; it is dissolved for cause by the Governor of the State of Illinois; or if the Workforce Innovation Area is re-designated by the Governor of the State of Illinois.

Section 5. Contracts

The Board may authorize, when appropriate, any officer, member or staff, in addition to the officers so authorized by these bylaws, to enter into any contract in the name of and on behalf of the Board. Such authority will be limited to specific instances.

Section 6. Books and Records

The Board shall keep correct minutes of the proceedings of the Board and its Standing Committees, which shall include but are not limited to:

- the date, time and place of the meeting;
- the members of the public body recorded as either present or absent; and
- a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

The minutes along with a record giving the name and address of all members and officers of the Board entitled to vote shall be kept in the administrative entity's office. Board attendance records will be kept and reviewed by the CEOs on a regular basis.

Section 7. Effective Dates

These bylaws and any amendments thereto shall become effective immediately upon adoption and shall remain in continuous effect from that date until otherwise amended.

Addendum A

Executive and Standing Committee Responsibilities

Executive Committee

The Executive Committee's responsibilities include, but are not limited to:

- a. Serve as liaison to elected officials;
- b. Link with other community boards;
- c. Coordinate agendas of other committees;
- d. Develop a committee/board dispute resolution policy;
- e. Review recommendations from committees to ensure they are in accordance with federal, state, and local criteria in order to make recommendations to the Board;
- f. Review and revise bylaws periodically;
- g. Oversee the development of the four-year local plan, review to assure alignment of Core Partner Programs, and recommend modifications as needed;
- h. Determine local labor market needs;
- i. Propose new initiatives to meet local needs;
- j. Recommend an annual Board budget;
- k. Explore new funding streams and options, include fee-for-service options; and
- l. Responsible for reviewing one-stop operator proposals and recommending their choice to the full board.

Business Standing Committee

The Business Standing Committee's responsibilities include, but are not limited to:

- a. Discuss the needs of employers in our LWIA-17's target industries, including the employee lifecycle and demand planning, and brainstorm how to support these employers by leveraging regional networks and resources;
- b. Discuss how regional networks and resources can support the success of job seekers from various opportunity populations (i.e., low income, eligible immigrants, re-entry populations, foster care, etc.); and,
- c. Discuss how to gather, organize, share, and promote labor market information that supports business attraction, retention, and expansion, and support job seekers.

Youth Standing Committee

The Youth Standing Committee's responsibilities include, but are not limited to:

- a. Discuss how to highlight, increase, and sustain investments from regional networks and resources into youth college and career readiness;
- b. Discuss how to embrace, promote, and leverage the WIOA elements of employment, postsecondary education, support, and citizenship as a pathway out of poverty; and,
- c. Discuss how to improve equity and access for youth from various opportunity populations (i.e., low income, eligible immigrants, re-entry populations, foster care, etc.).

Addendum B

Policy on Meetings via Electronic Means

Procedures Regarding Meetings and Conferencing via Electronic Means

The Illinois Open Meetings Act as amended requires that all public meetings be held at specified times and places which are convenient and open to the public. It also requires that a quorum of members of a public body must be physically present at the location of an open meeting. According to the Act as amended, however, in some cases if an open meeting of a public body is held simultaneously at one of its offices, and one or more other locations in a public building, which may include other of its offices through an interactive video conference, and the public body provides public notice and public access as required under the Act for all locations, then members physically present in those locations all count towards determining a quorum. "Public building" means any building or portion thereof owned or leased by any public body. Included in the exceptions to the single open meeting location requirement are local workforce innovation areas with jurisdiction over a specific geographic area of more than 4,500 square miles [5 ILCS 120/7(d)], as long as they adopt specific procedural rules.

The Board believes it is in the best interest of its members, systems, and customers that the fullest participation and attendance in all meetings be achieved whenever possible. Furthermore, it recognizes that the use of electronic, audio or video conferencing for meeting attendance and voting requirements is permissible so long as the meeting is conducted in accordance with the Open Meetings Act. The Board in all of its regular and special, standing committee, and ad hoc committee meetings complies with and intends to comply with the provisions of the Open Meetings Act, as amended.

Therefore, the Board hereby adopts this policy, to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of audio or video conferencing for its meetings or any of the standing committee and ad hoc committee meetings as set forth and adopted according to the following rules as applicable:

- A. All pertinent provisions of the Open Meetings Act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; and, in particular, any use of closed sessions shall be in compliance with the provisions of the Act.
- B. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact authorized members with the right to speak and vote.
- C. Pursuant to the Open Meetings Act, the requirement in 5 ILCS 120/7(a) that a quorum of members of the Board MUST be physically present at the location of the meeting shall NOT apply because 5 ILCS 120/7(d) of the Act specifically excepts local workforce innovation areas of the specified size from such requirements, and authorizes them to permit attendance by other means in accordance with procedural rules such as those contained herein. Specifically, Board and committee members may attend by video and/or audio conferencing or by other electronic means for quorum and voting purposes in accordance with these provisions.
- D. All Board and committee members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a quorum is, in total, present and accounted for, but their votes shall be recorded by the Board Secretary as done by

electronic attendance.

- E. A Board or committee member who attends a meeting by electronic, video or audio conference must provide notice to the recording Board Secretary at least 72 hours prior to the meeting unless such advance notice is impracticable.
- F. A member may attend a Board or committee meeting through electronic/video/audio conferencing if, in the opinion of the member, his or her physical presence at the meeting is unable to be obtained or is inconvenient for any reason including, but not limited to reasons such as personal schedule or time conflicts, inclement weather, length of required travel time, the high cost of such travel, or vehicle, fuel or time involved.
- G. As soon as it becomes apparent to the Board Secretary that a meeting will include electronic/audio/video conferencing, all subsequent notices of the meeting shall indicate that one or more members will or may be attending by such means. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board and its committees.
- H. The meeting minutes shall include, but need not be limited to: i) the date, time and place of the meeting; ii) the members who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference or by other electronic means; and iii) a summary of discussion on all matters proposed, deliberated, or decided, and iv) a record of any votes taken.
- I. The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g., a speakerphone) in order that the public audience, the members in attendance and any staff in attendance will be able to hear any input, vote or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing and participating in such input, vote or discussion.
- J. As the Board or its committees begin each new matter of business, the chair will check with all remote location(s) where members are to ensure that each such connection is active and not muted.
- K. When a motion is made, and seconded, and discussion regarding the motion begins, the chair will check that the connection with remote location(s) where members are present is active and not muted. Prior to closing discussion and taking any vote, the chair will ask all remote location(s) where member(s) is(are) present whether there are any additional comments, questions, or information to be added to the discussion.
- L. All decisions will be made using majority rule except when a higher vote is required. There will be no muting of any connections with remote location(s) where members are present at any time. There will be no sidebar discussions.
- M. No later than 48 hours before a scheduled meeting of the Board or its committees, each system will advise the Open Meetings Act designee regarding all of the documents that have been posted for any such meeting, and any and all locations where the documents have been posted.
- N. The procedures outlined above shall also apply to each Board and its committee members.

CHIEF ELECTED OFFICIALS

Darlene Kloepfel, Champaign County Executive

Date

Debbie Smith, Ford County Chair

Date

John Shure, Iroquois County Chair

Date

Ray Spencer, Piatt County Chair

Date

Don Munson, Douglas County Chair

Date

LOCAL WORKFORCE INNOVATION BOARD – EXECUTIVE COMMITTEE

James Ayers, Chair

Date



Workforce Development Division

CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Memorandum

To: Local Workforce Innovation Board
From: Toriana Rhone, Program Manager
Date: September 16th, 2021
RE: Changes to Demand Occupation List

The Workforce Innovation and Opportunity Act (WIOA) indicates that training services for adults and dislocated workers must be directly linked to an in-demand industry sector or occupation in the local area or planning region, or in another area to which an adult or dislocated worker receiving services is willing to relocate. Similarly, local plans for youth programs must also include consideration of in-demand industry sectors or occupations.

In response to creating a demand-driven training system that addresses employer needs, the Illinois Workforce Innovation Board (IWIB) convened the Eligible Training Provider List (ETPL) Policy Workgroup. This workgroup was comprised of state level partners and local practitioners to review the state's approach to determine in-demand occupation selection criteria. The ETPL Policy Workgroup convened over several months to discuss potential options for a Demand Occupations Framework.

In Illinois in-demand occupations have historically been determined based on a local (Economic Development Region, or EDR) basis. However, the group determined there were disadvantages to a localized approach such as the complexity of analyzing and compiling lists for ten (10) different regions as well as the timeliness of the employment projection data at the EDR level. Therefore, the Policy Workgroup determined the in-demand occupations for the Demand Occupation Training List (DOTL) would be set at the state level.



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One-stop Partner / WIOA Title I Administrator

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The workgroup set a criterion effective July 1, 2021 based on the following:

- Education Level: A minimum typical entry education level of High School diploma + moderate On-the-Job (OJT) and maximum typical entry level of bachelor’s degree + long-term OJT.
- Wages: A median wage of 85% of the Living Wage for 1 adult & 1 child (85% of \$26.48=\$22.51).
- Annual Average Job Openings: Projected annual openings equal to at least 0.01% of statewide employment (646 annual openings).

However, the local board may petition the State to approve occupations determined by the local board to be in sectors of the economy that have a high potential for sustained demand or growth in the local area.

This new criterion has resulted in the need to review our current demand occupation list and adjust accordingly. Below you will find data that reflects how this has affected our local training provider list:

Current # approved	Current # no longer in demand	Current # remaining
82	40	42

Provider	Program Removed **
Parkland	Hospitality- Hotel Management, food service
Parkland	Accounting Certificate; Business management
Parkland	Occupational Therapy, Respiratory Care, EKG Tech, home Health aides, Sterile processing technician certificate, Pharmacy Tech
Parkland	Industrial Technology, Forklift
Vets and Cowboys	Animal Trainer and Breeder
Parkland	Criminal Justice, Veterinary Tech

Please note this does not include all occupations affected; this list is to give the board an idea of programs that were removed.



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Moving forward we will approach this situation in a couple of ways. Our first approach will be to review programs that are no longer considered in-demand according to the new process. In reviewing this list, we will look at if there is enough need in our local community to warrant a petition to have the program back on this list. We will work with partners such as training providers, local employers, WIB, CEOs, etc., on collecting labor market data to support the need if applicable.

Our second approach will be to then review occupations that are considered in demand per the new list however not currently approved by our local WIB. We will then work to see what training providers are available in our local area that train for these occupations and work with them to get the program on our list and/or figure out a way to bring the training program to our area if it is not already established.

While we recognize this has created a situation in which several programs are no longer be approved, we are welcoming this as an opportunity to ensure we are staying current with the trends of our local area.



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Workforce Development Division

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Memorandum

To: Local Workforce Innovation Board

From: Brooke Parson-Burkhalter, Board Liaison

Date: September 16, 2021

RE: Waiver of WIOA Program Year 2020 Expenditure and Obligation Requirements

WIOA Section 132(c) establishes the requirement that states obligate at least eighty percent (80%) of each WIOA Title IB formula grant or face recapture of those funds by the U.S.

Department of Labor. Because the Covid-19 emergency has resulted in disruptions to local area service delivery, the Illinois Workforce Board has authorized DCEO to accept and approve waiver requests regarding the requirement of LWIBS to meet the obligation requirement as set forth herein.

LWIA-17 requested a waiver of this obligation on July 20th, 2021, and it was approved on August 12th, 2021. The approval of the waiver is subject to the following conditions:

- LWIA 17 must develop and implement an action plan that outlines how the Program Year 2020 funds will be used to provide immediate services to job seekers through Program Year 2021.
- LWIA 17 must implement strategies to ensure that the expenditure and obligation rate requirements will be met for the Program Year 2021 grant.
- LWIA 17 must submit a written progress report of the action plan as an attachment to the PY2020 grant quarterly reports (periodic performance reports).

RPC has engaged DCEO regarding the above conditions. Additionally, RPC asked that the following be noted in connection with the waiver request and approval:

LWIA 17 was largely unable to meet our spending obligations due to the following:

- A global pandemic with accompanying state lockdown orders and extreme economic and social conditions;



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Workforce Development Division

- Two state departments who are co-located partners were unable to allow in-person, walk-in access to the public, despite partner, Board, and CEO support of reopening; and,
- Despite high numbers of dislocated workers served by IDES during the Covid-19 pandemic, zero referrals were received by RPC from IDES.

RPC has responded to each of the above conditions, and is in discussions with DCEO to satisfactorily address each.

DCEO's response to LWIA-17's obligation waiver request and the conditions accompanying the approved waiver are attached hereto.



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Champaign County Regional Planning Commission
One-stop Partner / WIOA Title I Administrator

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