

Workforce Development Board

Kane, Kendall and DeKalb Counties

Executive Committee

Wednesday, April 25, 2018, 3:00 P.M.

Kane County Government Center

4th Floor Conference Room

719 S. Batavia Avenue

Geneva, IL 60134

Meeting Agenda

- I. **Call to Order:**
 - A. Attendance

- II. **Approval of Meeting Minutes:**
 - A. February 22, 2018

- III. **Public Comment**

- IV. **Program Updates**
 - A. WIOA Financial Reports (*Attachments*)

- V. **New Business:**
 - A. **Action Item:** Recommend the Board authorize the Executive Committee of the Workforce Development Board to Consider and Approve the Program Year 2018 program budget and annual service plan for WIOA Title 1B Adult, Dislocated Worker and Youth activities. (*Attachment*)

 - B. **Action Item:** Recommend Board authorization of a one-year contract with Kishwaukee College to provide WIOA Adult, Dislocated Worker and Business Services during Program Year 2018. (Pending Program Year 2018 WIOA allocation). (*Attachments*)

 - C. **Action Item:** Recommend Board authorization of a one-year contract with National Able to provide One-Stop Operator Services during Program Year 2018 (Pending Program Year 2018 WIOA allocation). (*Attachments*)

 - D. **Action Item:** Recommend Board authorization of five (5) one-year youth provider contracts (Pending Program Year 2018 WIOA allocation). (*Attachments*)

 - E. **Action Item:** Approval of Training Program (*Attachment*)

- VI. **Informational / Discussion Items:**
 - A. One-Stop Negotiations
 - B. Next Executive Committee Meeting – June 21st (Determine 8:00 A.M. or 3:00 P.M. timeframe)

- VII. **Adjournment**

Memorandum

To: WDB Executive Committee
From: Maria Luisa Gonzalez, Fiscal Manager
Date: April 25, 2018
Re: Monthly Fiscal report

WIOA17 Budget report

We continue to exceed the required training benchmark, which is currently at 57%. We are monitoring how the 80% benchmark obligation is coming along. While the youth and dislocated worker obligation percentages seem to run low, they are not factoring operations, nor salary expense. Our internal tracking reports project that we will meet the required benchmark by June 30th.

Trade 16 Budget report

A modification was recently approved that increased the training budget, allowing for summer ITA's to be processed.

WIOA Rapid Response Layoffs and Closings report

We have received a new allocation for this grant that helps offset staff time spent with our Trade clients.

WIOA Local Incentive

This grant was awarded because of meeting some of the benchmarks for PY15. We have until June 30, 2018, to spend the remaining \$13,058 of this grant.

WIOA 17 Budget-Expenditure Summary Report

Prepared by Kane County

Grant Year-Number: 17-681005

Report Period: 07/01/2017 through 03/31/2018

	Budget	Expenditures through 03/31/18	Obligations Reported through 03/31/18	Balance	% of budget spent and obligated
1000 SALARY	\$ 428,870.00	\$ 133,290.54	\$ -	\$ 295,579.46	
1010 OTHER ADMIN	\$ 2,016.00	\$ 15,674.82	\$ -	\$ (13,658.82)	
1050 FRINGE BENEFITS	184,451.00	58,729.57	-	125,721.43	
TOTAL ADMIN:	\$ 615,337.00	\$ 207,694.93	\$ -	\$ 407,642.07	33.8%
2000 YOUTH-I/S SALARY	\$ 18,261.00	\$ 581.99	\$ -	\$ 17,679.01	
2010 YOUTH-I/S OTHER PROGRAM COSTS	137,021.00	24,076.71	64,868.13	48,076.16	
2050 YOUTH-I/S FRINGE BENEFITS	5,745.00	93.16	-	5,651.84	
2100 YOUTH-I/S DIRECT TRAINING COSTS	-	510.00	-	(510.00)	
2140 YOUTH-I/S WORK BASED TRAINING	68,959.00	10,825.96	44,028.58	14,104.46	
TOTAL YOUTH-IN SCHOOL:	\$ 229,986.00	\$ 36,087.82	\$ 108,896.71	\$ 85,001.47	63.0%
3000 YOUTH-O/S SALARY	\$ 54,784.00	\$ 8,588.63	\$ -	\$ 46,195.37	
3010 YOUTH-O/S OTHER PROGRAM COSTS	885,022.00	236,715.73	196,094.63	452,211.64	
3050 YOUTH-O/S FRINGE BENEFITS	17,228.00	2,732.25	-	14,495.75	
3100 YOUTH-O/S DIRECT TRAINING COSTS	202,462.00	63,086.04	5,865.68	133,510.28	
3140 YOUTH-O/S WORK BASED TRAINING	524,885.00	114,645.18	167,341.43	242,898.39	
TOTAL YOUTH-OUT OF SCHOOL:	\$ 1,684,381.00	\$ 425,767.83	\$ 369,301.74	\$ 889,311.43	47.2%
4000 ADULT - SALARY	\$ 312,986.00	\$ 121,591.46	\$ -	\$ 191,394.54	
4010 ADULT - OTHER PROGRAM COSTS	264,651.00	159,787.57	55,781.80	49,081.63	
4050 ADULT - FRINGE BENEFITS	159,794.00	54,184.10	-	105,609.90	
4100 ADULT - DIRECT TRAINING COSTS	841,000.00	602,920.95	45,537.82	192,541.23	
4140 ADULT - ADULT WORK BASED TRAINING	90,000.00	5,520.00	-	84,480.00	
TOTAL ADULT:	\$ 1,668,431.00	\$ 944,004.08	\$ 101,319.62	\$ 623,107.30	62.7%
5000 DISLOCATED WRK - SALARY	\$ 484,229.00	\$ 91,556.18	\$ -	\$ 392,672.82	
5010 DISLOCATED WRK - OTHER PROGRAM COSTS	357,815.00	184,110.01	176,787.61	(3,082.62)	
5050 DISLOCATED WRK - FRINGE BENEFITS	259,199.00	32,516.25	-	226,682.75	
5100 DISLOCATED WRK - DIRECT TRAINING COSTS	769,000.00	419,335.40	9,684.00	339,980.60	
5140 DISLOCATED WRK - WORK BASED TRAINING	85,000.00	21,280.00	15,000.00	48,720.00	
TOTAL DW:	\$ 1,955,243.00	\$ 748,797.84	\$ 201,471.61	\$ 1,004,973.55	48.6%
GRAND TOTAL:	\$ 6,153,378.00	\$ 2,362,352.50	\$ 780,989.68	\$ 3,010,035.82	

FINANCIAL BENCHMARKS

Grant 51% expended and obligated as of 03/31/2018. Grant must be fully expended by 6/30/2019.

FUNDING STREAM	BUDGET	TOTAL FUNDS OBLIGATED through 03/31/18	TOTAL OBLIGATION % at 03/31/18	TOTAL DIRECT TRAINING % as of March 2018
Adult	\$ 1,668,431	\$ 1,045,324	63%	57%
Dislocated Worker	\$ 1,955,243	\$ 950,269	49%	
Totals	\$ 3,623,674	\$ 1,995,593		

FUNDING STREAM	BUDGET	TOTAL FUNDS OBLIGATED through 03/31/18	TOTAL OBLIGATION % at 03/31/18	TOTAL YOUTH OUT OF SCHOOL % as of March 2018	TOTAL WORK BASED LEARNING % as of March 2018
Youth	\$ 1,914,367	\$ 940,054	49%	22%	7%

The 80% obligation requirement for the Adult, Dislocated Worker and Youth funding streams and the 40% direct training requirement for adult and dislocated worker funding streams need to be satisfied by June 30, 2018. These are the two benchmarks that are required to be met within the first year of the 2 year WIOA grant.

WIOA 17 Expenditure Detail Report

Grant Year-Number: 17-681005

Report Period: 07/01/2017 through 03/31/2018

GRS Category	Account Number	Account Description	Expenditures through March 2018	Accruals through March 2018	Total Expenditures			
Fund 480 - Department 98117 - WIOA 17								
Sub-Department 98100 - Administration								
Salary	40000	Salaries and Wages	133,290.54	.00	133,290.54	Subtotals:		
Fringe	45390	Fringe	54,345.65	.00	54,345.65	Salary	\$	133,290.54
Other Admin	50340	Software Licensing Cost	531.88	.00	531.88	Fringe	\$	58,729.57
Other Admin	50590	Professional Services	6,198.47	.00	6,198.47	Other Admin	\$	15,674.82
Other Admin	52130	Repairs & Maint - Computers	3,383.13	.00	3,383.13		\$	207,694.93
Other Admin	52180	Building Space Rental	3,751.62	.00	3,751.62			TRUE
Other Admin	52190	Equipment Rental	70.99	.00	70.99			
Fringe	53000	Liability Insurance	2,163.04	.00	2,163.04			
Fringe	53010	Workers Comp	2,220.88	.00	2,220.88			
Other Admin	53100	Conferences and Meetings	66.35	.00	66.35			
Other Admin	53120	Employee Mileage Expense	117.24	.00	117.24			
Other Admin	53130	General Association Dues	21.53	.00	21.53			
Other Admin	60000	Office Supplies	599.74	.00	599.74			
Other Admin	60040	Postage	121.46	.00	121.46			
Other Admin	64000	Telephone	301.12	.00	301.12			
Other Admin	64010	Cellular Phone	75.55	.00	75.55			
Other Admin	64020	Internet	101.96	.00	101.96			
Other Admin		Admin Other		333.78	333.78			
Administration Expense Totals			\$207,361.15	\$333.78	\$207,694.93			
Sub-Department 98200 - Youth In School								
Salary	40000	Salaries and Wages	581.99	.00	581.99	Subtotals:		
Fringe	45390	Fringe	65.97	.00	65.97	Salary	\$	581.99
Other Program Cost	50340	Software Licensing Cost	.00	.00	.00	Fringe	\$	93.16
Other Program Cost	50590	Professional Services	14.10	.00	14.10	Other Program Cost	\$	24,076.71
Other Program Cost	52010	Janitorial Services	.51	.00	.51	Direct Training	\$	510.00
Other Program Cost	52130	Repairs & Maint - Computers	27.17	.00	27.17	Work Based Training	\$	10,825.96
Other Program Cost	52160	Repairs & Maint - Equipment	.88	.00	.88		\$	36,087.82
Other Program Cost	52180	Building Space Rental	31.71	.00	31.71			TRUE
Other Program Cost	52190	Equipment Rental	1.94	.00	1.94			
Fringe	53000	Liability Insurance	13.41	.00	13.41			
Fringe	53010	Workers Compensation	13.78	.00	13.78			
Other Program Cost	55000	Miscellaneous Contractual Exp	17,103.60	6,878.28	23,981.88			
Work Based Training	55025	Work Based Learning Activities	7,784.34	3,041.62	10,825.96			
Direct Training	55061	Youth Supportive Services	310.00	200.00	510.00			
Other Program Cost	60000	Office Supplies	5.96	.00	5.96			
Other Program Cost	60040	Postage	1.98	.00	1.98			
Other Program Cost	63010	Utilities - Electric	.44	.00	.44			
Other Program Cost	64000	Telephone	2.43	.00	2.43			
Other Program Cost	64010	Cellular Phone	.62	.00	.62			
Other Program Cost	64020	Internet	.95	.00	.95			
Other Program Cost	64020	Other	.00	6.14	6.14			
Youth In School Expense Totals			\$25,961.78	\$10,126.04	\$36,087.82			
Sub-Department 98250 - Youth Out School								
Salary	40000	Salaries and Wages	8,588.63	.00	8,588.63	Subtotals:		
Fringe	45390	Fringe	2,466.86	.00	2,466.86	Salary	\$	8,588.63
Other Program Cost	50340	Software Licensing Cost	59.62	.00	59.62	Fringe	\$	2,732.25
Other Program Cost	50590	Professional Services	50.79	.00	50.79	Other Program Cost	\$	236,715.73
Other Program Cost	52010	Janitorial Services	7.75	.00	7.75	Direct Training	\$	63,086.04
Other Program Cost	52130	Repairs & Maint - Computers	404.30	.00	404.30	Work Based Training	\$	114,645.18
Other Program Cost	52160	Repairs & Maint - Equipment	11.68	.00	11.68		\$	425,767.83
Other Program Cost	52180	Building Space Rental	789.98	.00	789.98			TRUE
Other Program Cost	52190	Equipment Rental	82.21	.00	82.21			
Fringe	53000	Liability Insurance	130.94	.00	130.94			
Fringe	53010	Workers Compensation	134.45	.00	134.45			
Other Program Cost	53130	General Association Dues	2.41	.00	2.41			
Other Program Cost	55000	Miscellaneous Contractual Exp	160,390.44	74,710.79	235,101.23			
Work Based Training	55025	Work Based Learning Activities	72,930.00	39,693.18	112,623.18			
Direct Training	55060	Youth ITA	37,476.36	4,722.27	42,198.63			
Direct Training	55061	Youth Supportive Services	15,718.46	3,207.97	18,926.43			
Work Based Training	55062	Youth WBL ITA	2,022.00	.00	2,022.00			
Direct Training	55064	Academin/Pre-Vocational Svc	1,475.98	485.00	1,960.98			
Other Program Cost	60000	Office Supplies	60.60	.00	60.60			
Other Program Cost	60040	Postage	19.49	.00	19.49			
Other Program Cost	63010	Utilities - Electric	6.59	.00	6.59			
Other Program Cost	64000	Telephone	35.87	.00	35.87			
Other Program Cost	64010	Cellular Phone	8.96	.00	8.96			
Other Program Cost	64020	Internet	14.01	.00	14.01			
Other Program Cost		Other	.00	60.24	60.24			
Youth Out School Expense Totals			\$302,888.38	\$122,879.45	\$425,767.83			
Sub-Department 98300 - Adult								
Salary	40000	Salaries and Wages	121,591.46	.00	121,591.46	Subtotals:		
Fringe	45390	Fringe	49,937.68	.00	49,937.68	Salary	\$	121,591.46

WIOA 17 Expenditure Detail Report

Grant Year-Number: 17-681005

Report Period: 07/01/2017 through 03/31/2018

GRS Category	Account Number	Account Description	Expenditures through March 2018	Accruals through March 2018	Total Expenditures				
Other Program Cost	50340	Software Licensing Cost	678.01	.00	678.01	Fringe	\$	54,184.10	
Other Program Cost	50590	Professional Services	110.46	.00	110.46	Other Program Cost	\$	159,787.57	
Other Program Cost	52010	Janitorial Services	792.11	.00	792.11	Direct Training	\$	602,920.95	
Other Program Cost	52130	Repairs & Maint - Computers	6,820.30	.00	6,820.30	Work Based Training	\$	5,520.00	
Other Program Cost	52140	Repairs & Maint - Copiers	.00	.00	.00		\$	944,004.08	TRUE
Other Program Cost	52160	Repairs & Maint - Equipment	250.34	.00	250.34				
Other Program Cost	52180	Building Space Rental	15,712.60	.00	15,712.60				
Other Program Cost	52190	Equipment Rental	752.65	.00	752.65				
Fringe	53000	Liability Insurance	2,068.21	.00	2,068.21				
Fringe	53010	Workers Compensation	2,178.21	.00	2,178.21				
Other Program Cost	53120	Employee Mileage Expense	771.70	42.01	813.71				
Other Program Cost	53130	General Association Dues	3,605.38	.00	3,605.38				
Other Program Cost	55000	Miscellaneous Contractual Exp	110,148.25	15,807.61	125,955.86				
Other Program Cost	60000	Office Supplies	843.94	.00	843.94				
Other Program Cost	60040	Postage	211.92	.00	211.92				
Other Program Cost	63000	Utilities - Natural Gas	31.33	.00	31.33				
Other Program Cost	63010	Utilities - Electric	300.29	.00	300.29				
Other Program Cost	64000	Telephone	1,626.05	.00	1,626.05				
Other Program Cost	64010	Cellular Phone	131.62	.00	131.62				
Other Program Cost	64020	Internet	768.37	.00	768.37				
Direct Training	82015	DT ITA	421,554.49	145,398.87	566,953.36				
Work Based Training	82040	DT OJT (On the Job Training)	.00	5,520.00	5,520.00				
Direct Training	82100	SS Transportation Assistance	31,372.57	2,492.02	33,864.59				
Direct Training	82160	SS Child Care	.00	.00	.00				
Direct Training	82170	SS Other Supportive Services	2,103.00	.00	2,103.00				
Other Program Cost		Adult Other	.00	382.63	382.63				
Adult Expense Totals			\$774,360.94	\$169,643.14	\$944,004.08				
Sub-Department 98400 - Dislocated Worker									
Salary	40000	Salaries and Wages	91,556.18	.00	91,556.18	Subtotals:			
Fringe	45390	Fringe	28,605.75	.00	28,605.75	Salary	\$	91,556.18	
Other Program Cost	50340	Software Licensing Cost	1,191.97	.00	1,191.97	Fringe	\$	32,516.25	
Other Program Cost	50590	Professional Services	333.38	.00	333.38	Other Program Cost	\$	184,110.01	
Salary and Fringe	50600	Temporary Help	.00	.00	.00	Direct Training	\$	419,335.40	
Other Program Cost	52010	Janitorial Services	2,848.55	.00	2,848.55	Work Based Training	\$	21,280.00	
Other Program Cost	52130	Repairs & Maint - Computers	13,351.44	.00	13,351.44		\$	748,797.84	TRUE
Other Program Cost	52140	Repairs & Maint - Copiers	1,259.16	.00	1,259.16				
Other Program Cost	52160	Repairs & Maint - Equipment	915.02	.00	915.02				
Other Program Cost	52180	Building Space Rental	36,287.42	.00	36,287.42				
Other Program Cost	52190	Equipment Rental	1,938.51	.00	1,938.51				
Fringe	53000	Liability Insurance	1,929.44	.00	1,929.44				
Fringe	53010	Workers Compensation	1,981.06	.00	1,981.06				
Other Program Cost	53070	Legal Printing	34.50	.00	34.50				
Other Program Cost	53120	Employee Mileage Expense	783.44	47.37	830.81				
Other Program Cost	53130	General Association Dues	4,942.86	.00	4,942.86				
Other Program Cost	55000	Miscellaneous Contractual Exp	100,715.84	10,538.42	111,254.26				
Other Program Cost	60000	Office Supplies	1,986.65	.00	1,986.65				
Other Program Cost	60040	Postage	257.15	.00	257.15				
Other Program Cost	63000	Utilities - Natural Gas	446.75	.00	446.75				
Other Program Cost	63010	Utilities-Electric	1,349.80	.00	1,349.80				
Other Program Cost	64000	Telephone	2,478.06	.00	2,478.06				
Other Program Cost	64010	Cellular Phone	236.71	.00	236.71				
Other Program Cost	64020	Internet	1,474.97	.00	1,474.97				
Direct Training	82015	DT ITA	340,069.71	61,668.06	401,737.77				
Work Based Training	82040	DT OJT (On the Job Training)	.00	21,280.00	21,280.00				
Direct Training	82100	SS Transportation Assistance	14,144.29	1,977.38	16,121.67				
Direct Training	82160	SS Child Care	.00	.00	.00				
Direct Training	82170	SS Other Supportive Services	1,475.96	.00	1,475.96				
Other Program Cost		DW Other	.00	692.04	692.04				
Dislocated Worker Expense Totals			\$652,594.57	\$96,203.27	\$748,797.84				
Fund 480 - Department 98117 - WIOA 17 Totals			\$1,963,166.82	\$399,185.68	\$2,362,352.50				

Office of Community Reinvestment - Workforce Development Division			
Trade Adjustment Assistance/DCEO grant			
09/01/17 - 09/30/18			
Expenses through March 2018			
Description	Payment Processing	Training	Total
September-17		32.47	32.47
October-17		35,566.36	35,566.36
November-17	4,840.56	94,076.23	98,916.79
December-17	1,842.69	10,928.78	12,771.47
January-18	2,056.78	15,578.12	17,634.90
February-18	2,258.09	11,854.80	14,112.89
March-18	1,449.82	11,420.42	12,870.24
April-18			-
May-18			-
June-18			-
July-18			-
August-18			-
September-18			-
GRANT YEAR TOTAL	12,447.94	179,457.18	191,905.12
	T	T	T
Accruals through March 2018	-	65,992.66	65,992.66
Obligations through March 2018	-	1,839.00	1,839.00
Subtotal actuals, accruals, and obligations	<u>12,447.94</u>	<u>247,288.84</u>	<u>259,736.78</u>
			T
Approved Original Budget Amount:	18,315.00	231,920.55	250,235.55
Approved Budget Modifications:	13,144.00	33,170.94	46,314.94
Approved Budget Amount:	31,459.00	265,091.49	296,550.49
Available amount:	\$ 19,011.06	\$ 17,802.65	\$ 36,813.71
Budget to Actual Variance:	40%	93%	88%

Office of Community Reinvestment - Workforce Development Division			
WIOA Rapid Response Layoffs and Closings/DCEO grant			
07/01/17 - 12/31/18			
Expenses through March 2018			
Description	Case Management - Salaries	Case Management - Fringes	Total
July-17	-	-	-
August-17	-	-	-
September-17	-	-	-
October-17	-	-	-
November-17	-	-	-
December-17	-	-	-
January-18	-	-	-
February-18	11,991.14	5,853.93	17,845.07
March-18	10,316.58	5,007.14	15,323.72
April-18			-
May-18			-
June-18			-
July-18			-
August-18			-
September-18			-
October-18			-
November-18			-
December-18			-
GRANT YEAR TOTAL	22,307.72	10,861.07	33,168.79
	T	T	T
Approved Budget Amount:	47,401.00	26,984.00	74,385.00
Available amount:	\$ 25,093.28	\$ 16,122.93	\$ 41,216.21
Budget to Actual Variance:	47%	40%	45%

Office of Community Reinvestment - Workforce Development Division		
WIOA Local Incentive		
04/01/17 - 06/30/18		
Expenses through March 2018		
Description	Local Incentive Funds	Total
April-17		-
May-17		-
June-17		-
July-17	7,249.35	7,249.35
August-17	2,184.08	2,184.08
September-17		-
October-17		-
November-17		-
December-17		-
January-18		-
February-18		-
March-18		-
April-18		-
May-18		-
June-18		-
GRANT YEAR TOTAL	9,433.43	9,433.43
	T	T
Accruals through March 2018		
	3,500.00	3,500.00
Obligations through March 2018		
	-	-
Subtotal actuals, accruals, and obligations		
	<u>12,933.43</u>	<u>12,933.43</u>
Approved Original Budget Amount:		
	25,992.00	25,992.00
Available amount:		
	\$ 13,058.57	\$ 13,058.57
Budget to Actual Variance:		
	50%	50%

Workforce Development Board

ACTION ITEM DETAIL

New Business

A. Action Item: *Recommend the Workforce Development Board authorize the Executive Committee to Consider and Approve the Program Year 2018 program budget and annual service plan for WIOA Title 1B Adult, Dislocated Worker and Youth activities.*

Background: In cooperation with the local Chief Elected Official, the Workforce Development Board accepts an annual program allocation and approves a supporting operational spending and participant service plan. This year, the State of Illinois has yet to receive its funding allotment from the U.S. Department of Labor and has been unable to determine local funding levels as a result.

Once the State of Illinois receives their allotment, award calculations will be performed to provide each local workforce area with funding amounts to support Adult, Dislocated Worker and Youth programming. With budgeting policies anticipated to be released in the coming weeks and expecting tight deadlines, staff is recommending Board authorization for the Executive Committee to consider and approve the Program Year 2018 budget and service plan as prescribed by the Illinois Department of Commerce and Economic Opportunity at their June meeting.

Recommendation: Recommend the Workforce Development Board authorize the Executive Committee to consider and approve the Program Year 2018 program budget and annual service plan for WIOA Title 1B Adult, Dislocated Worker and Youth activities, with the condition that the Committee provide an outcome report to the Full Board at their next meeting.

Workforce Development Board

Executive Committee

ACTION ITEM DETAIL

New Business

B. Action Item: *Recommend Board authorization of a one-year contract with Kishwaukee College to provide WIOA Adult, Dislocated Worker, and Business Services at the DeKalb Workforce Development Office during Program Year 2018 (Pending Program Year 2018 WIOA Allocation).*

Background: As the previous contracting cycle for Adult, Dislocated Worker and Business Services delivered from the DeKalb office concludes on June 30th, the Executive Committee requested that Kane County conduct an RFP procurement to obtain proposals for Program Year 2018 (July 1, 2018 to June 30, 2019), renewable for Program Years 2019 and 2020.

Two vendors submitted proposals: Kishwaukee College and SERCO, Inc. Both vendors proposed to deliver all three tiers of service sought by the Workforce Development Board, including:

1. **Basic Assistance** through a walk-in Community Resource Center (CRC) that provides free computer access and job search assistance from dedicated staff.
2. **Intensive One-on-One Assistance** provided by employment counselors that develop an individualized employment plan for each client along with direct job search assistance and/or occupational training.
3. **Business Services** delivered through partnerships with local businesses offering no-cost job posting and candidate recruitment events, along with providing employers access to a skilled talent pool and workforce training.

Proposed Action: The proposals were evaluated by staff for their responsiveness to the following criteria: Experience, Qualifications, and Capacity; Program Design Efficiency and Effectiveness; and Budget and Cost Effectiveness. Bidders were rated and scored in each area and copies of the staff evaluations are **Attached**.

Kishwaukee College's proposal received the highest overall rating with a total score of 78 out of a possible 100 points. The proposal provided an in-depth outline of plans for service delivery, business engagement, marketing strategy and reporting accountability to continue delivering a high level of services to job seekers and employers alike. Kishwaukee College's successful track record of delivering WIOA Adult, Dislocated Worker and Business services is rooted within the community through established partnerships. Kishwaukee College has excelled in customer recruitment and enrollment, and the proposal includes an additional .75 FTE to accommodate the additional case load on-site in order to continue delivering quality career planning for its DeKalb customer base.

Kishwaukee College offers an extensive array of on and off-site workshops to customers, covering topics such as resume development, professional networking, and financial and computer literacy. Participants enrolled in WIOA training have a higher rate of program completion than the average college student, highlighting the positive impact on career outcomes that intensive one-on-one assistance provides to enrolled customers.

The College's budget proposal represents a 6% increase (\$18,838 in total) from their current contract in order to support a modified staffing plan (.75 FTE increase and business service staffing role adjustment) that better aligns to the needs of the center patrons, enrolled participants and business community.

Kishwaukee College’s proposal represented the best overall quality and value, and staff recommended its acceptance with the following budget and service plan for Program Year 2018.

Program Year 2018 Contract Budget		Program Year 2018 Service Plan	
Salary and Wages	\$230,085.00	Basic Assistance	4,200 served through the Career Resource Center
Fringe	\$93,350.00	Intensive One-on-One Assistance	375 Career Services 250 Training Services
Employee Travel	\$3,600.00	Business Services	10 On-the-Job Training Placements
Office Supplies/Marketing	\$2,000.00		
Indirect Costs	\$19,500.00		
Total Contract Amount	<u>\$348,535.00</u>		

This contracting activity assumes the local area will receive a Program Year 2018 WIOA allocation that will support the 6% increase proposed. Should the actual allocation deviate significantly, staff will negotiate a reduction to the contract budget and corresponding service plan if necessary.

Recommendation to the Executive Committee: Staff suggest the Executive Committee forward a recommendation to the Workforce Development Board to authorize a Program Year 2018 contract with Kishwaukee College (July 1, 2018 through June 30, 2019) in the amount of \$348,535.00 for Adult, Dislocated Worker and Business service delivery through the DeKalb Workforce Development Office. This recommendation assumes the local area will receive a Program Year 2018 allocation that will support the budget presented. If the actual allocation (which should be released in May) deviates significantly from that assumption, staff may be required to negotiate a reduction to the contract budget and corresponding service plan.

STAFF REPORT AND RECOMMENDATION

Proposer	Kishwaukee College		
Proposed Services and Participant Figures	Basic Access:	6000 served through Career Resource Center and off-site locations	
	Intensive One-on-One:	375 Career and 250 Training Services Participants	
	Business Services:	5 OJTs and 2 IWTs	
Budget Summary	Operating Costs:	\$348,535.00	

Responsiveness to Evaluation Criteria



EVALUATION CRITERIA	RATING	COMMENTS			
1. Experience, Qualifications & Capacity	Max: 30	 Excellent 24-30	 Good 15-23	 Fair 7-14	 Poor 0-6
<p><i>Consideration given to the capacity and ability to serve DeKalb County and its job seeking population, business community and system stakeholders with a commitment to operate the program successfully while achieving performance outcomes.</i></p> <p><i>Consideration given to the applicant with a reasonable staffing plan to successfully deliver services and achieve performance metrics.</i></p>	 25/30	<p>Kishwaukee College has delivered services from the DeKalb Workforce Development Office since PY15 and has satisfied program goals, objectives and performance measures. Kishwaukee’s proposal highlights their ability to collaborate with system partners and community organizations to best serve area job seekers and business. Strong evidence that Kishwaukee’s WIOA team is firmly entrenched in the community. While their proposal clearly describes their ability and capacity for effective service delivery achievement, minimal examples of previous successes were cited.</p> <p>The returning staff is largely being retained; however, little detail was provided regarding the rationale for implementing staffing changes that differ from the current model. Additionally, while leveraged management resources will continue to be utilized on an in-kind basis through the Director of Workforce and Community Education (Mary Ann Kolls) and the Director of Business and Training Partnerships (LaCretia Konan), the oversight/support role these individuals will perform was not clear.</p>			
2. Program Design Efficiency and Effectiveness	Max: 40	 Excellent 30-40	 Good 20-29	 Fair 10-19	 Poor 0-9
<p><i>Consideration given to applicant that clearly defines outreach and recruitment strategies, effective service strategies (including workshops) that are continuously evaluated to meet area needs.</i></p> <p><i>Consideration given to applicant that demonstrates expertise and capacity to deliver individualized job search counseling, coaching, and readiness along with an ability to assess training needs and authorize scholarship awards. Consideration also given to applicants that define a counseling approach maximizing the employment potential of the individual job seeker and a strategy authorizing training scholarships that maximize the number of participants in training. Required is an ability to maintain WIOA eligibility compliance and achieve performance metrics</i></p> <p><i>Consideration given to the applicant’s strengths to build relationships with employers, facilitate placements and job retention of job seekers alongside management of OJT services.</i></p>	 29/40	<p>Kishwaukee clearly understands their role in delivering all three service tiers and is well positioned in the community to effectively recruit, determine eligibility and service clientele under the WIOA framework. Kishwaukee addressed all RFP requirements in a detailed manner which includes expansive offerings beyond the DeKalb Workforce Development Office to provide service access for special populations. However, it was unclear as to which member(s) of the staff will deliver these services and how coverage will be maintained at the Office. Kishwaukee also described incorporating new tools to better educate/direct job seekers on career pathways.</p> <p>Kishwaukee appropriately presented projected service numbers and clearly articulated their anticipated training monetary needs for the 12-month contract period. They effectively identified the customer service steps and support mechanisms available to aid in the achievement of optimal outcomes with a strong “customer flow” diagrams; however, an understanding of the customer experience was difficult to gauge. Kishwaukee proposes to add 1.0 FTE to assist with training assessments, ITA execution and tracking along with overall caseload management; however, a description of need for the additional position was not thoroughly explained.</p>			

		Kishwaukee’s proposal demonstrated their ability to engage the employer community, evaluate need and provide strategic solutions along with linking job seekers to hiring opportunities. Kishwaukee also proposes to leverage College resources through multiple departments. Also demonstrated was their knowledge and ability to broker OJT agreements; however, details on previous successes or employers they have historically engaged in executing OJTs was absent. While 1.0 FTE remains dedicated for the delivery of business services, the position was reduced from a coordinator role to that of a specialist without a rationale.
3. Budget & Cost Effectiveness	Max: 30	
<i>Consideration given to the reasonableness of costs presented to achieve the desired outcomes (cost v. benefit). Does the proposal represent good value?</i>	 24/30	Overall, Kishwaukee presented a reasonable and cost-effective budget with largely the same staffing plan and leveraged resources. Since Kishwaukee is proposing an addition of 1.0 FTE, a 6% increase was requested to implement their staffing plan.

Evaluation Outcome

Evaluation Criteria	Max. Score	Proposer Score	Total Score: <u>78/100</u>
Organization, Staffing Structure and Qualifications	30	25	
Program Design Efficiency/Effectiveness	40	29	
Budget/ Cost Effectiveness	30	24	

Staff Recommendation






Recommendation	<u>Accept</u> the proposal, including the service plan as presented.
Funding	Authorize up to <u>\$348,535.00</u> with access to training funds during Program Year 2018 in order to authorize ITA awards, OJT and IWT as described in their proposal.
Condition(s)	None











STAFF REPORT AND RECOMMENDATION

Proposer	SERCO, Inc.	
Proposed Services and Participant Figures	Basic Access:	500 served through Career Resource Center
	Intensive One-on-One:	300 served with 60% receiving Training Services
	Business Services:	No specific numbers provided
Budget Summary	Operating Costs:	\$400,000.00

Responsiveness to Evaluation Criteria



EVALUATION CRITERIA	RATING	COMMENTS
1. Experience, Qualifications & Capacity	Max: 30	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Excellent 24-30 </div> <div style="text-align: center;">  Good 15-23 </div> <div style="text-align: center;">  Fair 7-14 </div> <div style="text-align: center;">  Poor 0-6 </div> </div>
<p><i>Consideration given to the capacity and ability to serve DeKalb County and its job seeking population, business community and system stakeholders with a commitment to operate the program successfully while achieving performance outcomes.</i></p> <p><i>Consideration given to the applicant with a reasonable staffing plan to successfully deliver services and achieve performance metrics.</i></p>	 15/30	<p>SERCO, Inc. is a for-profit arm of the SER Companies, a network of for-profit and non-profit companies, including Central States SER, guided by the same executive management team. SER Companies have delivered education/training and employment related programs for 30 years, currently operates two One-Stop Centers, and manages three WIOA youth contracts along with an array of other contracts benefiting similar populations.</p> <p>SERCO has extensive direct experience under WIA/WIOA, along with a vast familiarity in serving low-income adults through the Riverside one-stop and their Little Village office. However, no rationale was provided describing SERCO's desire to expand service delivery to the DeKalb Workforce Development Office. Additionally, information regarding SERCO's familiarity with the DeKalb area was absent, and no information was provided on their understanding of the population, talent pool, and local economy.</p> <p>While engagement of community workforce partners was recognized as a priority, SERCO identified that resource mapping and partner identification would need to be performed through dedicated staff in addition to in-person meetings. Kishwaukee College and the DeKalb County Economic Development Corporation, as the two largest catalysts for workforce development in DeKalb County, were not identified by name.</p> <p>SERCO presented a reasonable approach to staffing at 6.25 FTEs, which aligns with the current staffing roster at 5.25 FTEs; however, all positions are vacant and as such, new staff would need to be hired, on-boarded and trained (which SERCO notes is a 4-week process). While one existing One-Stop Manager from another location would be leveraged to support the DeKalb Office until new staff are hired and trained, SERCO fails to recognize the existing participants as identified in the RFP and their ability to service their immediate needs alongside those of center patrons promptly on July 1, 2018. Unfortunately, the proposal did not provide an implementation timeline nor did it outline a transition plan to assume service delivery from the current provider.</p> <p>Staff question whether SERCO would be over-taxed, given the recent approval of the LWIA 5 youth contract requiring the opening of a new office in Aurora.</p>

2. Program Design Efficiency and Effectiveness	Max: 40	 Excellent 30-40	 Good 20-29	 Fair 10-19	 Poor 0-9
<p><i>Consideration given to applicant that clearly defines outreach and recruitment strategies, effective service strategies (including workshops) that are continuously evaluated to meet area needs.</i></p> <p><i>Consideration given to applicant that demonstrates expertise and capacity to deliver individualized job search counseling, coaching, and readiness along with an ability to assess training needs and authorize scholarship awards. Consideration also given to applicants that define a counseling approach maximizing the employment potential of the individual job seeker and a strategy authorizing training scholarships that maximize the number of participants in training. Required is an ability to maintain WIOA eligibility compliance and achieve performance metrics</i></p> <p><i>Consideration given to the applicant's strengths to build relationships with employers, facilitate placements and job retention of job seekers alongside management of OJT services.</i></p>	 19/40	<p>SERCO demonstrated its experience delivering services to job-seeker customers, which included an easy-to-understand customer flow and well documented customer experience. SERCO clearly understands each tier of the WIOA delivery expectations and also offered technology enhancements to streamline service access for the customer, such as an on-line application, automated client reminders and a 60-second survey completed on an I-Pad, which also result in staffing efficiencies.</p> <p>While SERCO clearly outlined the delivery of basic assistance and described the role of the individual overseeing the Resource Room, as well as their intended community resource cataloging and partner engagement, SERCO's expectation to service 500 individuals in this service tier is well understated.</p> <p>Tailored delivery of one-on-one assistance was highlighted, and specific tools/resources were cited to maximize the employment outcome of each participant. SERCO demonstrated their commitment to provide quality guidance, support and readiness activities, as evidenced through their rigorous 4-week on-boarding process and on-going training requirements, along with SERCO's ability to regularly evaluate service delivery through a structured quality model. No information, however, was provided regarding the servicing of carry-in clients, and the proposal appears to assume the DeKalb Office is a start-up. Also not included were specific details regarding the authorization of training services through ITAs and service estimates (the number of ITAs they plan on issuing), along with corresponding funding needs were absent from the proposal.</p> <p>SERCO presented a sound approach to delivering business services through a dedicated 1.0 FTE as required; however, it is unclear how the OJT Coordinator from the Riverside Job Center OJT would exactly be leveraged to assist with the OJT process. SERCO's proposal highlighted their ability to implement effective strategies to engage the business community, which includes the creation of an employer advisory board. They did not, however, incorporate OJT to assist businesses with their hiring/training needs. While SERCO demonstrated they are equipped to deliver OJT, they did not provide a plan containing the number of OJT contracts they intend on issuing or the resulting funding needs.</p>			
3. Budget & Cost Effectiveness	Max: 30	 Excellent 24-30	 Good 15-23	 Fair 7-14	 Poor 0-6
<p><i>Consideration given to the reasonableness of costs presented to achieve the desired outcomes (cost v. benefit). Does the proposal represent good value?</i></p>	 23/30	<p>SERCO presented an effective staffing plan at 6.25 FTEs with reasonable corresponding wages; however, the Receptionist role appears unnecessary given the small footprint of the DeKalb Office. SERCO's administrative cost pool at \$40,000, coupled with a \$15,385 profit proposal, caused SERCO's proposal to be the higher of the two proposals received when completing a side-by-side comparison. Plus, profit is not an allowable expense within the local area.</p>			

		<p>SERCO’s budget narrative was easy to understand; however, some of the expense methodology is vague, with calculations “based on experience” as the only detail provided. Since SERCO proposal constitutes an expansion into a new area, they included managerial oversight to be provided by well-seasoned SERCO management staff, which adds some value.</p>
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Evaluation Outcome

Evaluation Criteria	Max. Score	Proposer Score	<p style="text-align: center;">Total Score: <u>57/100</u></p>
Organization, Staffing Structure and Qualifications	30	15	
Program Design Efficiency/Effectiveness	40	19	
Budget/ Cost Effectiveness	30	23	

Staff Recommendation

Recommendation	<u>Reject</u> the proposal.
Funding	None
Conditions	N/A

Workforce Development Board

Executive Committee

ACTION ITEM DETAIL

New Business

B. Action Item: *Recommend Board authorization of a one-year contract with National Able to provide operator services at the designated Comprehensive One-Stop Center for Program Year 2018 (Pending Memorandum of Understanding execution with the LWIA 5 WIOA Partners).*

Background: The contract to provide operator services at the One-Stop Center began its first annual cycle on July 1st, 2017. The contract is collaboratively funded by the WIOA partners and contains an option for two one-year renewal periods. This proposal represents the first renewal of the contract with National Able Network, Inc. Services contracted by the partners include:

1. **Operation of the Career Resource Center** via a three-person staffing team.
2. **One-Stop Partner Coordination** overseen by the Operator Manager to continuously evaluate and improve the coordination of partners and delivery of services within the One-Stop system.
3. **Certification of the One-Stop Center** by wrapping up the Certification Action Plan approved by the Board for the current program year, as well as initiating a new certification process at the future One-Stop site.

National Able Network has successfully implemented the above scope of work for the current program year and has proposed modest increases to the contract for anticipated cost of living and copier paper expenses. The proposed contract amount of \$245,183 represents an increase of \$7,584 or 3.2% of the current contract figure. Renewal of this contract is contingent upon the execution of the PY 2018 Memorandum of Understanding between all WIOA partners for the local workforce area, which is anticipated prior to end of the current program year. The partners have preliminarily approved the contract amount as part of the MOU negotiations.

Proposed Action: National Able Network has successfully implemented the scope of work in Program Year 2017, and a contract renewal for Program Year 2018 is recommended to maintain continuity of services at the One-Stop Center.

Recommendation to the Executive Committee: Staff suggest the Executive Committee forward a recommendation to the Workforce Development Board to authorize a Program Year 2018 contract with National Able Network, Inc. in the amount of \$245,183 for the provision of operator services. This recommendation assumes the local area WIOA partners execute a Memorandum of Understanding (MOU) that incorporates the proposed contract budget. Execution of this MOU is anticipated prior to the end of the current program year.

Workforce Development Board

Executive Committee

ACTION ITEM DETAIL

New Business

D. Action Item: Recommend Board authorization of five (5) one-year youth provider contracts for Program Year 2018 (Pending Program Year 2018 WIOA allocation).

Background: Program Year 2018 represents the second and final renewal period for the sub-contracted youth providers which were awarded funds in Program Year 2016 following a competitive procurement process. The scope of work, service delivery plan and corresponding budgets proposed were assessed to ensure the WIOA work-based learning and out-of-school youth service benchmarks would be achieved as well as the required elements under WIOA.

Per the Youth Committee's directive, the current five youth providers (Business and Career Services, Elgin Community College, Grundy/Kendall ROE, Kishwaukee College and Waubensee Community College) have submitted one-year contract budgets and service plans. The Youth Committee convened on April 19th to review the five proposals and recommend funding amounts along with service delivery plans for the coming program year.

The Committee considered proposals that included a decrease of \$4,265 for Grundy/Kendall ROE, a decrease of \$21,733 for Business and Career Services to align with historically realized cohort enrollments, and a decrease of \$14,076 for Waubensee Community College to adjust for fewer occupational training enrollments. The proposals also included an increase of \$75,479 for Elgin Community College to hire an additional FTE to support a concerted effort to expand services to five (5) surrounding Kane County communities, as well as an increase of \$16,526 for Kishwaukee College to support additional participant enrollments and their subsequent services.

For the proposals above, the Committee considered the available revenue, which assumed the local area will receive a youth allocation for Program Year 2018 at a 10% reduction from the previous program year (based on Illinois estimates provided by the Department of Labor), and anticipated system-wide expenses (as shown on Attachment A) to form their recommendation to the Executive Committee.

Proposed Action: This action item authorizes contract renewals for five (5) youth providers in the amounts presented below to provide WIOA youth services. The amounts assume the local area will receive a 10% reduction to its youth allocation for Program Year 2018.

Service Provider	Program Year 2018		
	Total PY18 Recommended Budget	Change from PY17 Award Amount	PY18 Participant Service Plan
Business & Career Services, Inc.	\$300,957	(\$21,733)	73
Elgin Community College	\$366,801	\$75,479	85
Grundy/Kendall ROE	\$167,569	(\$4,265)	50
Kishwaukee College	\$403,507	\$16,526	74
Waubensee Community College	\$294,930	(\$14,076)	65
Totals	\$1,533,764*	\$51,931	347

*Recommended contract awards are subject to change based on the PY18 funding allocation amount.

Recommendation: Staff suggest the Executive Committee forward a recommendation to the Workforce Development Board to authorize five (5) Program Year 2018 contracts for WIOA Youth service delivery totaling \$1,533,764. This recommendation assumes the local area will receive a Program Year 2018 allocation that will support the budget presented. If the actual allocation (which should be released in May) deviates significantly from that assumption, staff may be required to negotiate a reduction to the contract budget and corresponding service plan.

ATTACHMENT A

Projected PY18 Revenue and Available Renewal Contract Funding

PY18 WIOA Youth Allocation (Est.)	\$1,900,000.00
Administration (10% per Funding Stream)	- \$190,000.00
Unexpended PY17 Contract Amounts to be Carried Into PY18 (Est.)	+ \$70,000.00
Carry-In Funds Available from WIOA PY17 Grant (Est.) <i>(*After Reserving Funds for: KEB Remaining Contract, Youth Needs Assessment, SER Contract, QCUL PY17 4-month Contract and Aurora-Area Youth Needs)</i>	+ \$320,840.64
Projected Available Revenue (Est.)	\$2,100,840.64
Program Management (Area-Wide) and One-Stop Expenses (Est.)	- \$130,000.00
Reserved PY18 Funds to be Carried Into PY19 (15% of PY18 Allocation)	- \$285,000.00
Maximum Funding Available for Renewal Contracting (Est.)	<u>\$1,685,840.64</u>

Recommended PY18 Youth Contract Renewals

Service Provider	Contract History & Recommended Renewal Awards		
	PY17 Approved Base Budgets (with Expansions)	Recommended PY18 Budgets	Change from PY17 Award
Business & Career Services, Inc.	\$310,690 / \$12,000	\$300,957	(\$21,733)
Elgin Community College	\$239,672 / \$51,650	\$366,801	\$75,479
Grundy/Kendall ROE	\$171,834	\$167,569	(\$4,265)
Kishwaukee College	\$298,757 / \$88,224	\$403,507	\$16,526
Waubonsee Community College	\$300,281 / \$8,725	\$294,930	(\$14,076)
Totals	<u>\$1,481,833</u>	<u>\$1,533,764*</u>	<u>\$51,931</u>

*Recommended contract awards are subject to change based on the PY18 funding allocation amount.

Total Funds Remaining & Available (Est.)	<u>\$152,076.64</u>
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PY18 County Youth Resource Distribution

Kane County Youth Services		Kendall County Youth Services		DeKalb County Youth Services	
Business and Career Services	\$300,957	Grundy-Kendall ROE	\$167,569	Kishwaukee College	\$403,507
Elgin Community College	\$366,801	Waubonsee Community College	\$73,733	Program Management & One-Stop	\$16,947
Waubonsee Community College	\$221,197	Program Management & One-Stop	\$19,367		
Central States SER (Est.)	\$250,000				
Program Management & One-Stop	\$84,733				
Total	\$1,223,688	Total	\$260,669	Total	\$420,454
	64%		14%		22%

The above percentages roughly align with the population distribution within the three-county workforce area.

Workforce Development Board

Executive Committee

ACTION ITEM DETAIL

New Business

E. Action Item: *Approval of Training Program.*

Background: The Illinois Department of Commerce and Economic Opportunity (DCEO) WIOA policy guidance which calls for the Workforce Development Board to review and approve local training providers and programs. All training providers and program submissions must meet a set of criteria to be eligible to receive WIOA funding.

For training providers, these include being approved and/or accredited by a post-secondary body, recognized by the U.S. Department of Labor as an Apprenticeship program or recognized by the industry as meeting the standards necessary for approval or accreditation. For training programs, these criteria include an anticipated outcome of employment in a demand occupation through attainment of an occupational skills certificate, degree or industry recognized certification/licensure.

- A. **New Program – Industrial Maintenance BVS**, was submitted for approval by Elgin Community College (an existing training provider) which met the established criterion as described below.

Program Title: Industrial Maintenance BVS
Delivery Method: Classroom / Credit Hours: 25
Costs: Tuition: \$3225 / Books \$800 / Supplies: \$300 / Other: \$525 (Lab Fees) / Total: \$4,850
Course Description: This program is suitable for those with no previous experience, for those who seek specialization or skills upgrade, and/or for those who seek quick entry into the workforce. The curriculum is performance-based and provides the information and knowledge for employment in jobs requiring multiple maintenance competencies, hands-on training to maintain, calibrate, and repair equipment. Covers basic knowledge in the areas of electricity, mechanical drives and programmable logic controllers.
In-Demand Anticipated Occupational Outcome: 49-9043 - Maintenance Workers, Machinery
Degree, Certificate or Licensure: Basic Vocational Specialist Certificate in Industrial Maintenance from Elgin Community College.

Recommendation: Approve the new training new program as presented.