



## Illinois Workforce Innovation Board

**JB Pritzker, Governor**

**John Rico, Co-Chair**  
**Erin Guthrie Co-Chair**

February 19, 2020  
2:00 PM – 3:30 PM

### **Continuous Improvement Committee Minutes** **GoToMeeting**

<https://global.gotomeeting.com/join/119799173>

#### **Committee Attendees:**

**Marlon McClinton**  
**Andrew Warrington**  
**Mary Ann Merano**  
**Barb Oilschlager**  
**Thomas Hacker**

#### **Staff Attendees:**

**Mark Burgess**  
**Aimee Julian**  
**Scott Shook**  
**Brian Richard**  
**Jon Barr**  
**Mike Baker**

1. Welcome and Introductions Marlon McClinton

Marlon provided a brief welcome to the call and an overview of the agenda. A quorum of the committee is present for the meeting.

2. CIC Prior Meeting Minutes

- January 2020

The CIC staff met the ten-day window of routing a draft version of the February meeting minutes to the committee within ten days of this meeting for review. No comments or changes were received. Andrew Warrington made the motion to accept the minutes as provided, the motion was seconded by Tom Hacker, the motion passed by unanimous voice vote.

3. Evaluation Peer Learning Cohort Scott Shook

An update was provided on the status of the work of the Illinois Evaluation Peer Learning Cohort since the last committee meeting. The Illinois Team is working through building out an evaluation action plan using the tools provided by the DOL. We as a team are focusing on two of the initial areas to learn about, to build support and to apply an evaluation approach.

Mark Burgess stated that if the CIC wants true evaluations, we may need to seek the help of an outside resource. If we survey our partners, we may find that we do not have the capacity or the

skills available to complete quality evaluations. We are looking to see if there is funding available through state and federal NOFOs.

At the next team meeting we will discuss the elements of evaluations and how to manage an evaluation. Based on the current skills and capacity of WIOA staff and partners, we may not be able to create a full evaluation plan for the WIOA.

4. FY2020 CIC Planning and Activities

Aime'e Julian

Aimee led the committee through the FY2020 CIC Planning and Activities document. In this meeting, the committee developed and defined an action for each activity for each, and target delivery date.



Copy of FY2020 CIC  
Priority Activities.xlsx

Marlon asked the staff to forward the use of the three policy tools that the CIC has developed and ask the executive committee to adopt the tools for all committees of the IWIB.

5. TDL Update (Review of TDL Data)

Mike Baker

Mike baker presented an update on the for Illinois commercial driver license data. Key takeaways from the data are that the number of CDL drivers is increasing in the state of Illinois. The data indicate that there were over 70,000 CDL licenses that were renewed last year.

He noted that the data does not track a person at each stage in the system and that some of the data may not reflect one person matriculating through the system. Some individuals may have begun their training in a different year than they have completed.

He pointed out that based on the past five years, fewer people are beginning truck driving into training. But, the same number of individuals are completing training. This results in a higher percentage of persons that begin the training will complete the training. This may be driven, in part, by a better economy. Truck driving offers several benefits for a potential employee, once trained they can quickly start earning money.

The committee recognized that the data appears to be positive and the future of CDL training is also positive. The committee recommends a more through data review, to drill down data by workforce area, and by completers by provider.

Marlon, noted that this is excellent report, summary and status of the TDL industry in Illinois. He also asked if there is a task force to support this effort. Mark Burgess stated that the report has been shared with Grayling Jones. Mark will work with Mike and Grayling Jones to review recommendations and define completions and accomplishments, and track down answers to the recommendations of the TDL workgroup.

6. Review Minimum Training Expenditure Request Hold Harmless Clause for LWIB 5

Jon Barr provided follow up documents for the CIC to review for the Minimum Training Expenditure and the hold harmless clause for LWIB 5. A review of the documents packet was a draft procedures and response from LWIB 5.

The committee reviewed the documents and recognized that LWIB 5 did not meet the MTE policy. Jon told the committee that the policy and expectations have been shared with LWIAs. As a result of last year's expenditures, LWIA 5 did not meet the expenditure level. The LWIA has been contacted and the policy and expectation have been shared with the LWIA.

LWIA provided a reply to the expectation document. The question before the CIC is, Should this

committee act on this issue? After discussion, it was felt that the policy should better detail the steps needed to submit a Hold Harmless request, the review of the Hold Harmless request, and define who will act on the Hold Harmless request. It was felt that the CIC is not the committee to make the decision as to if the Hold Harmless should be granted for LWIA 5.

Mark Burgess asked the presenter if the process be better defined with expectations, and if the policy workgroup can share the criteria to meet and the outcomes. To be able to make the decision of whether to grant the exception, more information would be needed on why the MTE was not met, and what the area attempted to do to correct the issue to meet the MTE in the future.

Marlon suggested that the CIC could be the authority to hear and grant appeals for LWIAs that have their hold harmless request denied.

Mark Burgess will present an update at the March CIC meeting.

7. Old Business

8. New Business

9. Public Comment

10. Next CIC Committee Meeting

- March 19, 2020, 9:00 AM – 11:00 AM, in conjunction with IWIB meeting.

Rose Mottl Executive Board Room  
Technology and Manufacturing Association,  
1651 Wilkening Road, Schaumburg, IL 60173

Tom Hacker provided the motion to adjourn, the motion was seconded by Andrew Warrington. The motion passed by unanimous voice vote.

### Charges of the CIC:

**Charge 1: Evaluation Design.** Review evaluation elements of policies, programs, and processes created or overseen by the IWIB to determine the appropriateness of their relationship to their expected outcomes. Provide feedback and recommendations.

**Charge 2: Evaluation Outcomes.** Review outcomes of evaluation to determine if results conformed to intended outcome. Provide feedback and recommendations.

**Charge 3: Continuous Improvement at Local Level.** Review local performance related to the six federal performance measures for the WIOA core partners and make recommendations about strategies for continuous improvement at local levels.

**Charge 4: Benchmarks.** Examine and evaluate workforce quality and earning benchmarks and recommend changes.

**Charge 5: Data Recommendations.** Provide Recommendations for Readily Accessible Data and technical assistance recommendations for an intended audience.

**Charge 6: Priority Activities.** Manage priority activities as assigned by the IWIB Strategic plan.

### Priorities of the CIC:

1. Policy evaluation
2. Develop an understanding of how WIOA programs (under Title One, Two, Three and Four) are evaluated, what continuous improvement processes are in place and included, and what Technical Assistance from the lead agency is involved.

*The Illinois workNet Center System, an American Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.*

3. Provide the IWIB Committees with a Clear understanding of how outcomes are evaluated – defining the process for upcoming policy.