

DU PAGE COUNTY
ECONOMIC DEVELOPMENT COMMITTEE
FINAL AGENDA

August 15, 2017

Regular Meeting

8:45 AM

ROOM 3500A
421 NORTH COUNTY FARM ROAD
WHEATON, IL 60187

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

A. Economic Development Committee - Regular Meeting - Tuesday June 20th, 2017

4. CHAIRMAN'S REMARKS

5. PUBLIC COMMENT

6. ACTION ITEMS

A. Authorization to Travel -- Career Counselor, DuPage Workforce Development to travel to Springfield, IL from September 13, 2017 through September 14, 2017, to attend the 2017 IWP Awards Lunch for her nominee to accept the Individual Achievement Award. Expenses to include transportation, lodging and meals for an approximate total of \$343.

B. Authorization to Travel -- Workforce Board Coordinator, DuPage Workforce Development to travel to Springfield, IL from October 24, 2017 through October 26, 2017, to attend Illinois Department of Commerce and Economic Opportunity monthly meetings to discuss Federal and State policies, allocations, & other issues pertaining to the Workforce Innovation & Opportunity Act. Expenses to include transportation, lodging and meals for an approximate total of \$508.

C. Authorization to Travel -- Director, DuPage Workforce Development to travel to Springfield, IL from October 24, 2017 through October 26, 2017, to attend Illinois Department of Commerce and Economic Opportunity monthly meetings to discuss Federal and State policies, allocations, & other issues pertaining to the Workforce Innovation & Opportunity Act. Expenses to include transportation, lodging and meals for an approximate total of \$508.

D. Authorization to Travel -- Workforce Board Coordinator, DuPage Workforce Development to travel to Springfield, IL from September 13, 2017 through September 15, 2017, to attend Illinois Department of Commerce and Economic Opportunity monthly meetings to discuss Federal and State policies, allocations, & other issues pertaining to the Workforce Innovation & Opportunity Act. Expenses to include transportation, lodging and meals for an approximate total of \$508.

- E. Authorization to Travel -- Director, DuPage Workforce Development to travel to Springfield, IL from September 13, 2017 through September 15, 2017, to attend Illinois Department of Commerce and Economic Opportunity monthly meetings to discuss Federal and State policies, allocations, & other issues pertaining to the Workforce Innovation & Opportunity Act. Expenses to include transportation, lodging and meals for an approximate total of \$508.

7. COMMUNICATIONS

A. Information Only

- 1. Incumbent Worker Training - DuPage Machine Products

B. Presentation

- 1. DuPage Convention & Visitors Bureau - Branding Presentation

8. CHOOSE DUPAGE - UPDATE

- A. Choose DuPage Economic Development Annual Activity Report and Budget Request, Presented by John Carpenter.

9. WORKNET - UPDATE

- A. workNet DuPage Budget Presentation, Lisa Schvach

10. OLD BUSINESS

11. NEW BUSINESS

12. ADJOURNMENT



**DU PAGE COUNTY
ECONOMIC DEVELOPMENT COMMITTEE
FINAL SUMMARY**

June 20, 2017

Regular Meeting

8:45 AM

ROOM 3500A

**421 NORTH COUNTY FARM ROAD
WHEATON, IL 60187**

1. CALL TO ORDER

8:45 AM meeting was called to order by Chair Tonia Khouri at 8:47 AM.

2. ROLL CALL

PRESENT: DiCianni, Eckhoff, Fichtner, Khouri, Krajewski, Wiley (Remote)

ABSENT:

Motion by Member Krajewski, seconded by Member DiCianni, to put Member Wiley on a conference call and add him to the Committee to participate remotely while on Military leave.

3. APPROVAL OF MINUTES

A. Economic Development Committee - Regular Meeting - May 16, 2017 8:45 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Brian J Krajewski, District 3
SECONDER:	Peter DiCianni, Vice Chair
AYES:	DiCianni, Eckhoff, Fichtner, Khouri, Krajewski, Wiley



4. CHAIRMAN'S REMARKS

Chairwoman Khouri gave an update on procurement of furniture. It was determined that chairs and installation will be separately bid to try and keep costs down and create more transparency. Procurement of furniture will all be done through Public Works and the Facilities Committee.

The Chairwoman also commended Lisa Schvach, Director of Workforce Development, on her hard work organizing an Amazon hiring events to be held at the workNet DuPage Career Center.

The Chairwoman congratulated MaryBeth Marshall on her retirement and thanked her for 16 years of service to the County as Workforce Board Coordinator.

5. PUBLIC COMMENT

Minutes Acceptance: Minutes of Jun 20, 2017 8:45 AM (Approval of Minutes)

None

6. GRANT PROPOSAL NOTIFICATIONS

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Peter DiCianni, Vice Chair
SECONDER:	Paul Fichtner, District 1
AYES:	DiCianni, Eckhoff, Fichtner, Khouri, Krajewski, Wiley

- A. Grant Proposal Notifications -- GPN & Report 028-17 for Trade Adjustment Assistance Grant PY16 - Illinois Department of Commerce and Economic Opportunity - Economic Development Committee - \$250,278.17
- B. Grant Proposal Notifications -- GPN & Report 031-17 for Workforce Innovation & Opportunity Act (WIOA) Grant PY17 - Illinois Department of Commerce and Economic Opportunity - Economic Development Committee - \$5,404,893.00

7. RESOLUTIONS

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Peter DiCianni, Vice Chair
SECONDER:	Brian J Krajewski, District 3
AYES:	DiCianni, Eckhoff, Fichtner, Khouri, Krajewski, Wiley

- A. FI-R-0302-17 RESOLUTION -- Acceptance and Appropriation of the Illinois Department of Commerce and Economic Opportunity WIOA Local Incentive Grant PY15 Agreement No. 15-632006 Company 5000 - Accounting Unit 2840 \$21,035
- B. FI-R-0303-17 RESOLUTION -- Acceptance and Appropriation of the Illinois Department of Commerce and Economic Opportunity WIOA Rapid Response Layoffs and Closings Grant PY16 Agreement No. 16-651006 Company 5000 - Accounting Unit 2840 \$314,530
- C. FI-R-0304-17 RESOLUTION -- Acceptance and Appropriation of the Illinois Department of Commerce and Economic Opportunity Trade Adjustment Assistance Grant PY16 Agreement No. 16-661006 Company 5000 - Accounting Unit 2840 \$250,279

8. CHOOSE DUPAGE - UPDATE

John Carpenter, President & CEO of Choose DuPage, advised that the Annual Report will be presented at the August Economic Development Committee meeting.

Mr. Carpenter commented on the outstanding reviews and success of their Regional Business Outlook Meeting, with over 725 attendees, that was held in May. Howard Tullman was the speaker, who was thought provoking and stimulated conversation with a real business focused presentation. DuPage is becoming a leader in the Region in terms of business attraction and retention and that will be the focus going forward.

Minutes Acceptance: Minutes of Jun 20, 2017 8:45 AM (Approval of Minutes)

Mr. Carpenter also noted that Lisa Miceli, Economic Development Director at Choose DuPage, was in Washington at the Select USA Conference. Ms. Miceli has been having in depth discussions with International companies interested in US expansion, hoping to find a location that meets their needs in DuPage County.

9. WORKNET - UPDATE

Ms. Schvach, Director of Workforce Development, updated the Committee on the successful audit for the workNet Center's One Stop Certification. The Center exceeded expectations and received provisional Certification pending the procurement of the One Stop Operator. Diana Robinson, a Workforce Board Member who has been involved at the State level, will use the binder created by the workNet One Stop Team as a best practice State wide going forward.

Ms. Schvach also informed the Committee of a meeting scheduled with Amazon to host hiring events to be held at the Career Center. Amazon will be placing 1200 people in jobs at their new facility in Aurora. This would be a wonderful opportunity for the Centers recognition as well as potential job placement of clients.

Ms. Schvach discussed one of her initiatives, Non-Traditional Occupations for Females, specifically low income females in the County. We would like to steer women toward these in demand occupations that are typically filled by less than 25% female employees. These occupations include the Trades, IT, and HVAC. Ms. Schvach hosted a large meeting on June 13th, 2017 with over 30 people from assorted Employers, Com Ed, the Tollway and Community Based agencies. An event is currently being planned as the kick off to this initiative.

Ms. Schvach also briefly discussed our Grant Allocation for the new fiscal year beginning July 1, 2017.

10. OLD BUSINESS

None

11. NEW BUSINESS

Chairwoman Khouri commented on the procurement of the One Stop Operator which is in progress but could not make the agenda for this meeting. The Chairwoman asked, if it is the will of the Committee, to discharge the Committee and move this item to Finance and County Board at the next meeting. There was no objection from the Committee.

12. ADJOURNMENT

Without objection the meeting was adjourned at 9:10 AM.

Other Action Item

16-17-806

Career Counselor, DuPage Workforce Development to travel to Springfield, IL from September 13, 2017 through September 14, 2017, to attend the 2017 IWP Awards Lunch for her nominee to accept the Individual Achievement Award. Expenses to include transportation, lodging and meals for an approximate total of \$343.

Name: [REDACTED]	Title: Youth Career Counselor
Department: Workforce Development Division	
Request Date: August 3, 2017	Account Code: 5000-2840
Purpose of Trip: (explain fully the necessity of making the trip)	
Illinois Department of Commerce and Economic Opportunity monthly meetings to discuss federal and state policies, allocations, and other issues pertaining to the Workforce Innovation & Opportunities Act.	
Destination: Springfield	
Date of Departure: 9/13/2017	Date of Return Arrival: 9/14/2017
(Please include a detailed explanation if different from official business dates)	
<i>Please indicate the estimated amount for each applicable expense.</i>	
Registration:	0
Transportation:	189.00
Lodging:	105.00
Rental Car:	0
	0
	0
Reference Materials:	0
Meals: (Per Diems)	49.00
Total:	\$ 343.00

Reviewed by and Date Approved

Amy Everett	Completed	08/09/2017 3:55 PM
Margaret Ewing	Completed	08/09/2017 3:56 PM
Economic Development Committee	Pending	08/15/2017 8:45 AM
County Board	Pending	08/22/2017 10:00 AM

Other Action Item

16-17-807

Workforce Board Coordinator, DuPage Workforce Development to travel to Springfield, IL from October 24, 2017 through October 26, 2017, to attend Illinois Department of Commerce and Economic Opportunity monthly meetings to discuss Federal and State policies, allocations, & other issues pertaining to the Workforce Innovation & Opportunity Act. Expenses to include transportation, lodging and meals for an approximate total of \$508.

Name: [REDACTED]	Title: Workforce Board Coordinator
Department: Workforce Development Division	
Request Date: August 3, 2017	Account Code: 5000-2840
Purpose of Trip: (explain fully the necessity of making the trip)	
Illinois Department of Commerce and Economic Opportunity monthly meetings to discuss federal and state policies, allocations, and other issues pertaining to the Workforce Innovation & Opportunities Act.	
Destination: Springfield	
Date of Departure: 10/24/2017	Date of Return Arrival: 10/26/2017
(Please include a detailed explanation if different from official business dates)	
<i>Please indicate the estimated amount for each applicable expense.</i>	
Registration:	0
Transportation:	210.00
Lodging:	200.00
Rental Car:	0
	0
	0
Reference Materials:	0
Meals: (Per Diems)	98.00
Total:	\$ 508.00

Reviewed by and Date Approved

Amy Everett	Completed	08/09/2017 12:39 PM
Margaret Ewing	Completed	08/09/2017 2:29 PM
Economic Development Committee	Pending	08/15/2017 8:45 AM
County Board	Pending	08/22/2017 10:00 AM

Other Action Item

16-17-808

Director, DuPage Workforce Development to travel to Springfield, IL from October 24, 2017 through October 26, 2017, to attend Illinois Department of Commerce and Economic Opportunity monthly meetings to discuss Federal and State policies, allocations, & other issues pertaining to the Workforce Innovation & Opportunity Act. Expenses to include transportation, lodging and meals for an approximate total of \$508.

Name: [REDACTED]	Title: Director, Workforce Development
Department: Workforce Development Division	
Request Date: August 3, 2017	Account Code: 5000-2840
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(Please include a detailed explanation if different from official business dates)	
<i>Please indicate the estimated amount for each applicable expense.</i>	
Registration:	0
Transportation:	210.00
Lodging:	200.00
Rental Car:	0
	0
	0
Reference Materials:	0
Meals: (Per Diems)	98.00
Total:	\$ 508.00

Reviewed by and Date Approved

Amy Everett	Completed	08/09/2017 12:36 PM
Margaret Ewing	Completed	08/09/2017 2:29 PM
Economic Development Committee	Pending	08/15/2017 8:45 AM
County Board	Pending	08/22/2017 10:00 AM

Other Action Item

16-17-809

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(Please include a detailed explanation if different from official business dates)	
<i>Please indicate the estimated amount for each applicable expense.</i>	
Registration:	0
Transportation:	210.00
Lodging:	200.00
Rental Car:	0
	0
	0
Reference Materials:	0
Meals: (Per Diems)	98.00
Total:	\$ 508.00

Reviewed by and Date Approved

Amy Everett	Completed	08/09/2017 12:30 PM
Margaret Ewing	Completed	08/09/2017 12:31 PM
Economic Development Committee	Pending	08/15/2017 8:45 AM
County Board	Pending	08/22/2017 10:00 AM

Other Action Item

16-17-810

Director, DuPage Workforce Development to travel to Springfield, IL from September 13, 2017 through September 15, 2017, to attend Illinois Department of Commerce and Economic Opportunity monthly meetings to discuss Federal and State policies, allocations, & other issues pertaining to the Workforce Innovation & Opportunity Act. Expenses to include transportation, lodging and meals for an approximate total of \$508.

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Department: Workforce Development Division	
Request Date: August 3, 2017	Account Code: 5000-2840
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<i>Please indicate the estimated amount for each applicable expense.</i>	
Registration:	0
Transportation:	210.00
Lodging:	200.00
Rental Car:	0
	0
	0
Reference Materials:	0
Meals: (Per Diems)	98.00
Total:	\$ 508.00

Reviewed by and Date Approved

Amy Everett	Completed	08/09/2017 12:29 PM
Margaret Ewing	Completed	08/09/2017 12:31 PM
Economic Development Committee	Pending	08/15/2017 8:45 AM
County Board	Pending	08/22/2017 10:00 AM



**DUPAGE
COUNTY**

**Workforce
Development**

2525 Cabot Drive,
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HUMAN RESOURCES

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DPCHumanResources@dupageco.org

www.dupageco.org

Date: 7/26/2017

To: Economic Development Committee

From: Lisa Schwach, Director, DuPage Workforce Development Division

RE: Incumbent Worker Training Application- DuPage Machine Products

DuPage Machine Products in Bloomingdale has been in business for 49 years and currently employs 150 people. The company provides precision machined components for the automotive industry (primarily fuel injection and hydraulic applications), as well as specialty components for small engines, industrial compressors, and the medical field.

DuPage Machine Products' current ISO certification is set to expire. They will need to overhaul most their processes to be compliant with the new standards. As with nearly all manufacturers, recertifying and maintaining ISO standards is critical to the company's viability. Without recertifying, DuPage Machine Products anticipates a loss of competitiveness and customers to the extent that downsizing would be likely.

ISO 9001:2015 Gap Analysis and Internal Auditor Training for 11 key employees from a cross-section of companywide functions will instruct on how to transition to and internally audit for ongoing maintenance of the new standard.

Notes:

- * DuPage Machine Products—150 employees
- * Located in Bloomingdale
- * Number of Incumbent Workers to be Trained: 11
- * Training being applied for: ISO-9001:2015 Gap Analysis and Internal Auditor
- * Training Providers: QC Training Services
- * Total Cost Requested: \$13,730.00

Communication: Incumbent Worker Training - DuPage Machine Products (Information Only)