1. CALL TO ORDER

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

2. ROLL CALL

PRESENT: Gavanes, DiCianni, Eckhoff, Khouri, Krajewski, Wiley
ABSENT:

3. APPROVAL OF MINUTES

A. Economic Development Committee - Regular Meeting - Oct 16, 2018 8:45 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Dino C. Gavanes, District 1
AYES: Gavanes, DiCianni, Eckhoff, Khouri, Krajewski, Wiley

4. CHAIRMAN'S REMARKS

As her last meeting, Chairwoman Khouri thanked the Committee, said farewells and stated she hoped the coordination between the organizations continues and that the Committee stay vehement about opposing the progressive tax that would affect Illinois and DuPage residents.

5. PUBLIC COMMENT

None

6. GRANT PROPOSAL NOTIFICATIONS

A. Grant Proposal Notifications -- GPN 051-18 for WIOA Rapid Response Layoffs & Closings PY18 Illinois Department of Commerce and Economic Opportunity - Economic Development Committee - $56,337.00
RESULT: APPROVED [UNANIMOUS]
MOVER: Peter DiCianni, Vice Chair
SECONDER: Grant Eckhoff, District 4
AYES: Gavanes, DiCianni, Eckhoff, Khouri, Krajewski, Wiley

7. ACTION ITEMS

A. 2018-271 Recommendation for the approval of a contract purchase order to ComEd for the purchase of electricity for Suite 105 and Suite 302, Workforce Development Division in Lisle, for a contract total not to exceed $16,000.00. Public Utility

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Brian J Krajewski, District 3
AYES: Gavanes, DiCianni, Eckhoff, Khouri, Krajewski, Wiley

8. CHOOSE DUPAGE - UPDATE
Lisa Miceli gave a brief summary of a solar energy event for businesses and developers that Choose DuPage attended. The 2019 Strategies will be presented at the next Committee meeting.

9. WORKNET - UPDATE
Lisa Schvach update the committee on the Ramp Up program that started this month, as well as an overview of top projects at the workNet Center.

10. OLD BUSINESS

11. NEW BUSINESS
Members Gavanes and Wiley both gave their thanks and farewells to the Committee and wished luck for the future.

12. ADJOURNMENT
Without objection, this meeting was adjourned at 9:03 AM.
1. CALL TO ORDER

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

2. ROLL CALL

PRESENT: Gavanes, DiCianni, Eckhoff, Khouri, Krajewski, Wiley

ABSENT:

3. APPROVAL OF MINUTES

A. Economic Development Committee - Regular Meeting - Sep 18, 2018 8:45 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Peter DiCianni, Vice Chair
SECONDER: Dino C. Gavanes, District 1
AYES: Gavanes, DiCianni, Eckhoff, Khouri, Krajewski, Wiley

4. CHAIRMAN'S REMARKS

None.

5. PUBLIC COMMENT

None

6. RESOLUTIONS

A. FI-R-0907-18 RESOLUTION -- Approval of Issuance of Payments by DuPage County To Training Providers and Youth Contracts Through The Workforce Innovation and Opportunity Act (WIOA) Grant PY18 Inter-Governmental Agreement No. 18-681006 In the Amount of $2,080,420
B. FI-R-0908-18 RESOLUTION -- Acceptance and Appropriation of Additional Funding for the Illinois Department of Commerce and Economic Opportunity WIOA Rapid Response Layoffs and Closings Grant PY17 Inter-Governmental Agreement No. 17-651006 $887

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Brian J Krajewski, District 3
AYES: Gavanes, DiCianni, Eckhoff, Khouri, Krajewski, Wiley

7. ACTION ITEMS

A. Consent Item -- ATT - Decrease and Close PO 1425

RESULT: APPROVED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Dino C. Gavanes, District 1
AYES: Gavanes, DiCianni, Eckhoff, Khouri, Krajewski, Wiley

8. CHOOSE DUPAGE - UPDATE

John Carpenter gave a brief presentation to the Committee with updates on new Companies acquiring space at the DuPage Business Center. The Committee was able to view two promotional films created by Choose DuPage shown to potential developers and Employers.

9. WORKNET - UPDATE

Lisa Schvach updated the Committee on the progress made with the new Integrated Business Services format as well as the implementation of the Ramp Up Program. Ms. Schvach also made the Committee aware of several additional Grants she is applying for to supplement the workNet Center funding.

10. OLD BUSINESS

None

11. NEW BUSINESS

None
12. ADJOURNMENT

Without objection, this meeting was adjourned at 9:10 AM.
Grant Proposal Notification

<table>
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<tr>
<th>GPN Number: 051-18</th>
<th>Date of Notification: 10/12/2018 (MM/DD/YYYY)</th>
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<tr>
<td>Parent Committee Agenda Date: 11/20/2018 (MM/DD/YYYY)</td>
<td>Grant Application Due Date: 10/26/2018 (MM/DD/YYYY)</td>
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Name of Grant: WIOA RAPID RESPONSE LAYOFFS AND CLOSINGS PY18

Name of Grantor: ILLINOIS DEPT. OF COMMERCE AND ECONOMIC OPPORTUNITY

Originating Entity: DEPARTMENT OF LABOR

County Department: FINANCE

Department Contact: LISA SCHVACH, Director of Workforce Devt. Division, (955-2066)

Parent Committee: Economic Development

Grant Amount Requested: $56,337.00

Type of Grant: Competitive

Is this a new non-recurring Grant: Yes ☐ No ☑

Source of Grant: ☑ Federal ☐ State ☐ Private ☐ Corporate

If Federal, provide CFDA: 17.278 If State, provide CSFA: 420-30-0081
1. Justify the department’s need for this grant.

This grant will provide training assistance to unemployed and underemployed residents of DuPage County that are co-enrolled in the dislocated worker and trade programs.

2. Based on the County’s Strategic Plan, which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

Imperative 5: FOSTER CONTINUED GROWTH OF THE DUPAGE ECONOMY
5.1 Ensure that DuPage County residents have the competitive skills necessary to create and maintain a high quality workforce.
5.1.2. Further expand relationships between workforce development and partner businesses regarding talent management/referral, skill development/needs, education and experience.

This grant will allow the DuPage County-Workforce Development Division to provide training assistance to DuPage County residents to qualify for job opportunities. Efforts are also done to reach out to businesses to know the skills needs, align the programs to the needs and/or train existing workforce to make them qualified for in-demand skills and retain employment.

3. What is the period covered by the grant?  

<table>
<thead>
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<th>Start Date</th>
<th>End Date</th>
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<tr>
<td>10/01/2018</td>
<td>06/30/2020</td>
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</table>

3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. _______________ and _______________  
(MM/YY) (Duration)

4. Will the County provide “seed” or startup funding to initiate grant project? (Yes or No)  

No

4.1. If yes, please identify the Company-Accounting Unit used for the funding

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront)  

5.2. After expenditure of costs (reimbursement-based)  

✔
6. Does the grant allow for Personnel Costs? (Yes or No) __________

6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.

6.1.1. Total salary $63,300.00  Percentage covered by grant 60%

6.1.2. Total fringe benefits $31,500.00  Percentage covered by grant 60%

6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): __________

   6.1.3.1. If yes, which ones are disallowed?

   6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?

      5000-2840 - Other WIOA Grants

6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): __________

   6.2.1. If yes, how many new positions will be created?

      6.2.1.1. Full-time _________  Part-time _________  Temporary _________

   6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit? (Yes or No) __________

      6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?
6.3. Does the grant award require the positions to be retained beyond the grant term? (Yes or No)   ___ 

6.3.1. If yes, please answer the following:

6.3.1.1. How many years beyond the grant term?   __________ 

6.3.1.2. What Company-Accounting Unit(s) will be used?   ______ 

6.3.1.3. Total annual salary   ______ 

6.3.1.4. Total annual fringe benefits   ______ 

7. Does the grant allow for direct administrative costs? (Yes or No)   __________ 

7.1. If yes, please answer the following:

7.1.1. Total estimated direct administrative costs for project   ______ 

7.1.2. Percentage of direct administrative costs covered by grant   ______ 

7.1.3. What percentage of the grant total is the portion covered by the grant   ______ 

8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost?   None with Initial Funding 

9. Are matching funds required? (Yes or No):   __________ 

9.1. If yes, please answer the following:

9.1.1. What percentage of match funding is required by granting entity?   ______ 

9.1.2. What is the dollar amount of the County’s match?   ______ 

Page 4 of 5
9.1.3. What Company-Accounting Unit(s) will provide the matching requirement? 

10. What amount of funding is already allocated for the project?

10.1. If allocated, in what Company-Accounting Unit are the funds located? 

10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No):

11. What is the total project cost (Grant Award + Match + Other Allocated Funding)?

$0.00

No

$56,337.00
**Purchase Requisition**

**Procurement Services Division**

---

**Send Purchase Order To:**

- **Vendor:** Please do not mail
- **Vendor #:** 10023
- **Dept:** Human Resources
- **Address:** PO BOX 6111
- **City:** CAROL STREAM
- **State:** IL
- **Zip:** 60197-6111
- **Phone:** 1-877-426-6331

**Send Invoices To:**

- **Dept:** Workforce Development Division
- **Address:** 2525 Cabot Drive
- **City:** Lisle
- **State:** IL
- **Zip:** 60532
- **Phone:** 630-955-2066

**Send Payments To:**

- **Dept:** Human Resources
- **Address:** 421 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-955-2046

**Ship To:**

- **Dept:** Human Resources
- **Address:** 2525 Cabot Drive
- **City:** Lisle
- **State:** IL
- **Zip:** 60532
- **Phone:** 630-955-2066

---

**Payment Terms**

- **F.O.B.**
- **PO 20 Delivery Date**
- **Requisitioner**

- **Use for:** PO25 only

**Contract Administrator**

- **Contract Start Date:** Dec 1, 2018
- **Contract End Date:** Dec 31, 2019

**Requisition Total:** $16,000.00

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**Item Detail**

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**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
## Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

### Vendor Information
- **Vendor:** COMED
- **Vendor #:** 10023

### Contract Information
- **Contract Term:** 12/1/18 to 12/31/19
- **Contract Total:** $16,000.00

### Dept.
- **Human Resources-Workforce Development Division**
- **Contact:** Lisa Schvach / Carmi Cyrus
- **Phone:** 630-955-2066 / 630-407-61 -

### Description of Procurement/Scope of Work/Background
- Purchase of electricity for Suite 105 and Suite 302, 2525 Cabot Drive, Lisle.

### Reason for Procurement
- To support the operations of the Workforce Development Division being funded from federal grants thru the Workforce Innovation and Opportunity Act.

### FUNDING SOURCE
- Procurement budgeted for (FY and budget code(s)): FY19 5000 2840 53210 17-681006; 5000 2840 53210 18-681006
- Budget Transfer (Date) __________

### DECISION MEMO NOT REQUIRED
- ☐ LOWEST RESPONSIBLE QUOTE # or BID # __________ (QUOTE <$25,000, BID ≥ $25,000; attach Tabulation)
- ☐ RENEWAL, Enter Bid # __________
- ☐ Intergovernmental Agreement
- ☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- ☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 ☑ Public Utility
- ☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED
- ☐ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- ☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # __________
- ☐ RENEWAL OF RFP # __________
- ☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- ☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- ☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- ☐ OTHER THAN LOWEST RESPONSIBLE, BID # __________

### PREPARED BY AND APPROVAL(S) (Initials Only)

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<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
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### REVIEWED BY (Initials Only)

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<th>Procurement Officer</th>
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<tr>
<td>Chief Financial Officer</td>
<td>Date</td>
<td>Chairman's Office</td>
<td>Date</td>
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<tr>
<td>(Decision Memos Over $25,000)</td>
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<td>(Decision Memos Over $25,000)</td>
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