



DU PAGE COUNTY

Economic Development Committee

Regular Meeting Agenda

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, June 18, 2024

8:30 AM

Room 3500A

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

3. A. [24-1813](#)

Economic Development Committee - Regular Meeting Minutes - May 21,2024

4. CHAIRWOMAN'S REMARKS - CHAIR LAPLANTE

5. PUBLIC COMMENT

6. INCUMBENT WORKER TRAINING

6.A. [24-1815](#)

Vonberg Valve, Inc. - Training Memo

7. GRANT PROPOSAL NOTIFICATIONS

7. A. [24-1814](#)

GPN 025-24: Illinois Department of Commerce & Economic Opportunity, Department of Labor, Workforce Innovation & Opportunity Act Grant (WIOA) PY24, \$5,408,075. (Human Resources, Workforce Development Division)

8. PROCUREMENT REQUISITIONS

8. A. [24-1734](#)

Recommendation for the approval of a contact purchase order issued to Walker-Miller Energy Services, to provide workforce development training & supportive services for the Energy Efficiency & Conservation Block Grant, for the period of July 1, 2024 to October 31, 2024, for a total contract amount of \$27,152. Per 55 ILCS 5/5-1022 the Training & Employment program was designed by Nicor & Walker-Miller Energy Services and prepares students for industry-recognized credentials, provides for wraparound supports, and connects students to on-the-job training opportunities; thus aligning with objectives of the EECBG workforce component.

9. PRESENTATION: Greg Bedalov, Choose DuPage Update

10. OLD BUSINESS

11. NEW BUSINESS

12. ADJOURNMENT



Minutes

421 N. COUNTY FARM
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WHEATON, IL 60187
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File #: 24-1813

Agenda Date: 6/18/2024

Agenda #: 3. A.



DU PAGE COUNTY

Economic Development Committee

Final Summary

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, May 21, 2024

8:30 AM

Room 3500A

1. CALL TO ORDER

8:30 AM meeting was called to order by Chair LaPlante at 8:30 AM.

2. ROLL CALL

Member Childress was late to roll call due to the Judicial Public Safety Meeting, but participated in all voting. Member Cronin-Cahill was also present.

PRESENT	Covert, Galassi, LaPlante, Rutledge, and Yoo
LATE	Childress

3. APPROVAL OF MINUTES

3. A. [24-1529](#)

Economic Development Committee - Minutes - April 16,2024

Attachments: [Economic Development Committee - Minutes - April 16, 2023](#)

RESULT:	APPROVED
MOVER:	Lynn LaPlante
SECONDER:	Yeena Yoo

4. CHAIRWOMAN'S REMARKS - CHAIR LAPLANTE

Chair LaPlante welcomed Lisa Schvach and thanked her for her presenting the update for the workNet DuPage Career Center.

5. PUBLIC COMMENT

No public comments were offered.

6. INCUMBENT WORKER TRAINING

6. A. [24-1530](#)

Incumbent Worker Training Memo -Kenyeri Engineering & Manufacturing

Attachments: [Board Memo Kenyeri Engineering PY 2023](#)

RESULT:	ACCEPTED AND PLACED ON FILE
MOVER:	Lynn LaPlante
SECONDER:	Sheila Rutledge

7. CHANGE ORDERS

7. A. [ED-CO-0001-24](#)

Increase purchase order 6457-0001 SERV, issued to Turning Pointe Autism Foundation, in the amount of \$139,441, a 156.43% increase, for a new contract amount of \$228,582, and extend the contract through May 31, 2025. This will allow the vendor to successfully continue serving youth in DuPage County with Workforce Innovation & Opportunity Grant funding. (Workforce Development)

- Attachments:** [Turning Pointe Change Order](#)
 [Turning Pointe Decision Memo](#)
 [Turning Pointe Vendor Ethics](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Lynn LaPlante
SECONDER:	Yeena Yoo

7. B. [ED-CO-0002-24](#)

Increase purchase order 6027-0001 SERV, issued to Parents Alliance Employment Project, in the amount of \$123,925, a 50% increase, for a new contract amount of \$371,775, and extend the contract through September 30, 2025, to continue to successfully serve in-school-youth in DuPage County. (Workforce Development)

- Attachments:** [Parents Alliance ISY - Change Order](#)
 [Parent's Alliance ISY- Decision Memo](#)
 [PAEP Vendor Ethics](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Lynn LaPlante
SECONDER:	Kari Galassi

7. C. [ED-CO-0003-24](#)

Increase purchase order 6028-0001 SERV, issued to Parents Alliance Employment Project, in the amount of \$434,123, a 68.34% increase, for a new contract amount of \$1,069,409, and extend the contract through September 30, 2025, to continue to successfully serve out-of-school youth in DuPage County. (Workforce Development)

- Attachments:** [Parents Alliance - Change Order](#)
 [Parents Alliance -Decision memo](#)
 [PAEP Vendor Ethics](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Lynn LaPlante

SECONDER: Kari Galassi

8. PRESENTATION**8. A. Lisa Schvach - Workforce Development Update**

Lisa Schvach, Executive Director of Workforce Development, updated the Committee on several items, including special projects and initiatives. Projects of note include Back to School, Back to Work: Returning Parents to the Workforce and her partnership with the Sheriffs Office & JUST of DuPage; working to secure employment for individuals post release. Member Galassi shared a success story from that program.

Ms. Schvach also gave an overview of events happening at the workNet DuPage Career Center including career and job search services. Questions were taken from Committee Members.

9. OLD BUSINESS

No old business was discussed.

10. NEW BUSINESS

No new business was discussed.

11. ADJOURNMENT

With no further business, the meeting was adjourned at 9:02 AM by Chair LaPlante.



Informational

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File #: 24-1815

Agenda Date: 6/18/2024

Agenda #: 6.A.



**DUPAGE
COUNTY**

**Workforce
Development**

2525 Cabot Drive,
Suite 302
Lisle, IL 60532

630-955-2030
Fax: 630-955-2059

www.worknetdupage.org

HUMAN RESOURCES

630-407-6300
Fax: 630-407-6301
DPCHumanResources@dupageco.org

www.dupageco.org/hr

Memo

Date: June 3, 2024
To: Economic Development Committee
From: Griffin Leininger, Business Services Lead, DuPage Workforce Development Division
RE: Incumbent Worker Training Application – Vonberg Valve Inc

Vonberg Valve, Inc. in Itasca applied for CNC Programming, Setup and Operation training. The training will allow Vonberg to continue to increase capacity in their manufacturing operation and maximize machine productivity. Currently Vonberg has 4 machines that are operating at less than 50% capacity. Without this training, Vonberg could continue to see a decline in productivity, which could lead to lost sales and decreased revenue.

CNC skills are in high demand, and it is very difficult to find workers who have prior experience or training in CNC. Vonberg has chosen to train an existing employee to obtain these skills.

The selected training provides instruction related to programming, setup and operation of computerized numerical controlled machines.

From a company perspective, having a trained operator for these machines will increase the productivity and throughput of these machines by between 50%-100%. As a result of the training, the employee will receive the benefit of a promotion, increase in pay and nationally recognized credentialing.

Notes:

- * Vonberg Valve Inc. —38 Employees
- * Located in Itasca, Illinois
- * Number of Incumbent Workers to be Trained: 1
- * Total Amount Approved: \$7,940.00



Grant Proposal Notifications

421 N. COUNTY FARM
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File #: 24-1814

Agenda Date: 6/18/2024

Agenda #: 7. A.



Grant Proposal Notification

GPN Number: 025-24
(Completed by Finance Department)

Date of Notification: 06/06/2024
(MM/DD/YYYY)

Parent Committee Agenda Date: 06/18/2024
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 06/28/2024
(MM/DD/YYYY)

Name of Grant: Workforce Innovation & Opportunity Act (WIOA) PY24

Name of Grantor: IL Dept of Commerce & Economic Opportunity

Originating Entity: Department of Labor
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: Human Resources-Workforce Development Division

Department Contact: Lisa Schvach, Director or Workforce Devt. Div (955-2066)
(Name, Title, and Extension)

Parent Committee: Economic Development

Grant Amount Requested: \$ 5,408,075.00

Type of Grant: Formula
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant: Yes No

Source of Grant: Federal State Private Corporate

If Federal, provide CFDA: 17.258,17.259,17.278

If State, provide CSFA: 420-30-0076



Grant Proposal Notification

1. Justify the department’s need for this grant.

Provide training assistance to unemployed and underemployed residents of DuPage County to acquire or upgrade their skills to become employed. This will be done through 3 funding streams, namely Adult, Dislocated Worker and Youth.

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.

The grant will allow the DuPage County-Workforce Development Division to provide training assistance to DuPage County residents to better qualify for job opportunities in in-demand skills and retain employment.

3. What is the period covered by the grant?

07/01/2024 to: 06/30/2026
(MM/DD/YYYY) (MM/DD/YYYY)

- 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)



Grant Proposal Notification

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

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 \$1,736,970.00 Percentage covered by grant 100%

6.1.2. Total fringe benefits \$608,462.00 Percentage covered by grant 100%

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

Other WIOA grant under 5000-2840 or 5000-2841

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

Grant Proposal Notification

- 9.1.3. What Company-Accounting Unit(s) will provide the matching requirement? _____
10. What amount of funding is already allocated for the project? \$0.00
- 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): No
11. What is the total project cost (Grant Award + Match + Other Allocated Funding)? \$5,408,075.00



Economic Development Requisition under \$30,000

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File #: 24-1734

Agenda Date: 6/18/2024

Agenda #: 8. A.



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$27,152.00
COMMITTEE: ECONOMIC DEVELOPMENT	TARGET COMMITTEE DATE: 6/18/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$27,152.00
	CURRENT TERM TOTAL COST: \$27,152.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Walker-Miller Energy Services	VENDOR #:	DEPT: HR-WDD	DEPT CONTACT NAME: Lisa Schvach
VENDOR CONTACT: Crystal Davis	VENDOR CONTACT PHONE: 708-928-9890	DEPT CONTACT PHONE #: 630.955.2066	DEPT CONTACT EMAIL: lschvach@worknetdupage.org
VENDOR CONTACT EMAIL: cdavis@wmenergy.com	VENDOR WEBSITE: www.wmenergy.com	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Training and supportive services costs aligned with workforce development component of Energy Efficiency & Conservation Block Grant (EECBG); funds will be utilized to expand capacity of the Novice Workforce Training & Employment program provided by Walker-Miller Energy Services and Nicor Gas by up to two students ; sole source as the program is proprietary to Nicor/Walker-Miller			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To meet objectives and key activities of the Energy Efficiency & Conservation Block Grant (EECBG) workforce development component through provision of job training and work-based learning leading to careers in energy efficiency relevant areas			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. OTHER
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. The Novice Workforce Training & Employment program designed and offered by Nicor and Walker-Miller Energy Services is a proprietary program that seeks to diversify and expand the energy efficiency workforce. The program prepares students for industry-recognized credentials, provides for wraparound supports, and connects students to paid on-the-job training opportunities; thus, aligning with the objectives of the EECBG workforce component.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not. This program was designed by Nicor and Walker-Miller Energy Services.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted. Various other clean energy and energy efficiency options have been explored and ruled out due to cost exceeding available funds, vendor not having a physical location at which to offer training, lack of satisfactory outcomes tied to energy efficient employment, etc.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Walker-Miller Energy Services	Vendor#:	Dept: HR	Division: WDD
Attn: Greg Walker	Email: gwalker@wmenergy.com	Attn: Lisa Schvach	Email: lschvach@worknetdupage.org
Address: 8045 Second Ave	City: Detroit	Address: 2525 Cabot Drive, Suite 302	City: Lisle
State: MI	Zip: 48202	State: IL	Zip: 60532
Phone: 313-366-8535	Fax:	Phone: 630-955-2066	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Walker-Miller Energy Services	Vendor#:	Dept:	Division:
Attn: Cassandra Mayes	Email: wmaccountsreceivable@wmenergy.com	Attn:	Email:
Address: 8045 Second Avenue	City: Detroit	Address:	City:
State: MI	Zip: 48202	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 7/1/2024	Contract End Date (PO25): 10/31/2024

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		EECBG Workforce Training & Employment Program	FY24	5000	2704	53820	DE-SE0000181	27,152.00	27,152.00
Requisition Total											\$ 27,152.00

FY is required, ensure the correct FY is selected.

Comments

HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please copy the following individuals when sending so they route for signature: Delilah Burnside - dburnside@wmenergy.com Dr. Crystal Davis - cdavis@wmenergy.com Derrick Meeking – dmeeking@wmenergy.com Jad Bazzi - Jad Bazzi jbazzi@wmenergy.com Nazzer Smith - nsmith@wmenergy.com Jessica Farjo - jfarjo@wmenergy.com
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

**Novice Cohort Building Performance Institute
Training**

Books: Residential Energy: Cost and Comfort by Kriger, Healthy Housing Principles, BPI Building Science Principles	\$340.00
Exam Codes (Building Science Principles, Healthy Housing Principles)	\$128.00
Instructional Cost	\$5,433.00
Participant Stipends	\$4,480.00
Gas card	\$35.00
On-the-Job Training Tools	\$600.00
Cost covered by EECBG per student:	\$11,016.00
Anticipated two students covered (20% increase in program capacity)	\$22,032.00
Extended OJT	\$2,560.00
Anticipated two students covered (20% increase in capacity):	\$5,120.00
Max Value EECBG Costs for Novice Program:	\$27,152.00

\$1425 for HHP books (\$95 each book), \$1200 (\$80) for BSP books, \$970 for BSP book by Krigger (\$97); classroom supplies 1500 (\$100pp): Classroom supplies includes pens, calculators, binders, stationary, pencils, highlighters, etc.

\$55 per exam code for HHP and BSP exam codes (based on 35 in case of retakes)

Instructional cost for the BPI instructor. This includes proctoring, ALCI exam code, tools, equipment and instructional guides through Insight Property Services. (\$16/hr x 40)(7)...Participants are paid \$16/hr for 7 weeks to supplement their household while in training.

One month subsidized wages for anyone who did not immediately get hired and for whom employer host agrees to extend the OJT; \$16/hr x 40 hours x 4 weeks

June 11, 2024

Lisa Schvach
2525 Cabot Drive, Suite 302,
Lisle, IL 60532

I am writing to inform you that the Nicor Gas Workforce, Training, and Employment Program, a seven-week BPI training course hosted by Walker-Miller Energy Services in collaboration with Nicor Gas, is currently unique to DuPage County.

We can confirm that this specific program, with its comprehensive curriculum designed to equip participants with Building Performance Institute (BPI) certification and skills, safety trainings, and wraparound services is not being offered by Walker-Miller Energy Services and Nicor Gas anywhere else within DuPage County at this time.

Our program aims to enhance the skill sets of participants, preparing them for successful careers in energy services. This exclusive offering is a testament to our commitment to providing top-tier training and employment opportunities to the residents of DuPage County. Should you have any questions or require further information, please feel free to contact me directly at the information provided below.

Sincerely,

Founder and CEO
Walker-Miller Energy Services



Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: 6/11/2024

Bid/Contract/PO #: _____

Company Name: <u>Walker-Miller Energy Services</u>	Company Contact: <u>Carla Walker-Miller</u>
Contact Phone: <u>313-319-9824</u>	Contact Email: <u>walkermiller@wmenergy.com</u>

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

NONE (check here) - If no contributions have been made

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

NONE (check here) - If no contacts have been made

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

I hereby acknowledge  I have read, and understand these requirements.

Authorized Signature

Printed Name Carla Walker-Miller

Title CEO

Date June 11, 2024

Attach additional sheets if necessary. Sign each sheet and number each page. Page _____ of _____ (total number of pages)