Employee Connections, Inc., NFP™

A 501 (C) (3) Not-For-Profit Employment Education and Training Agency

Submission of RFP

For

Lake County

Purchasing Division

RFP No: 19190

Workforce Innovation & Opportunity Act

Youth Programs for Lake County

2504 Washington Street- Suite 602, Waukegan, IL 60085 – (847) 360-7177

www.myemployeeconnections.com

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A. Executive Summary:

Employee Connections is a 501 (C) (3) not-for-profit employment education and training agency, located in Waukegan, IL. Since its 2008 establishment, our agency has provided employment education training programs and services that prepared and connected over 2,000 low income and disadvantage youth and adults with employment opportunities. Employee Connections connects our program participants with job opportunities. Our agency is also a certified Illinois workNet center site that provides a depth of online training tools in workforce skills for those seeking employment opportunities.

Proposed Project: Employee Connections is proposing a **Youth Job-Readiness Transition to Work Program.** This program will provide youth with pre-employment, life skills, career and financial planning skills training that will align them with a WIOA Career Pathway which will prepare them for on-the-job training work-based learning experiences. This pilot program is designed to train, educate and employ "Opportunity Youth", low-income and at-risk youth ages 16-24 that have social-economic barriers and prepare them for an employment within the approved WIOA career field that have high priority occupations. All program educational enrichment and work readiness projects will be aligned with these career fields. The focus of this program is also on **youth economic sustainability** in their education, employment and career achievements. It would operate from July 1, 2020 through June 30, 2021. To implement this program, we will be using the **Comprehensive Career Pathway Program Model**.

Funding Request: Requested funds will be used to implement this program. We have an anticipated the duration of this program to be from July 1, 2020 through June 30, 2021. We are requesting $100,000 in funds to develop and implement this pilot program.

Service Area and Description: Lake County, Illinois will be the service area, with focus on the cities of North Chicago, Waukegan, and Zion. Within this service area, 80% of youth and families received TANF and 80% of the youth receive free and reduced lunch.

Highlights of the Identified Need:

There is an increase in the population of youth in gang related actives, drug and substance abuse, teenage pregnancy and mental health issues that stem from poverty. These are youth with barriers. Opportunity youth are faced with a devastating negative impact from being unemployed and in poverty. Poverty and crime amongst our youth has led to many getting incarcerated. There is a need for year round workforce skills training, on-the-job, life skills support and post-workforce skills training to be provided these youth. This will help them become sustainable employees, productive citizen and reduce the poverty cycle amongst our youth.

Program Service Target Population:

The target population for the program is low-income, at-risk youth, and youth with barriers ages 16-24.

- In-School Youth ages 16 to 19, Out-of-School Youth 18-24. Estimated number of youth to be serviced 15. Estimated number of youth to be placed in employment opportunities 15. Estimated cost per youth $6,666.67

B. Organizational Information:

1. Description of Organization's Purpose, Activities and Services:

Our Mission: "To prepare low-income at-risk individuals with opportunities to connect with compassionate employers" *We exist to…*Provide excellent training services in employment education to those we serve. Successfully bring about sustainable change in the lives of our Youth, Adults and Families by empowering them to achieve social and economic success through workforce skills, life coaching training and job placement services we provide. We help and motivate our youth to identify, utilize their skills, experience and training to achieve their goals and objectives. As a community outreach initiative, work to build community resources, bring stimulus to the economy through joint venture partnership and programs of interests.

The Services We Offer and Those We Serve…

- Candidate Referral Program, Computer Skills and Office Productivity Training
- Illinois workNet® Employment 101 Work Readiness training with Certificate of Completion. Job Placement Opportunities/Job-Readiness, and On-The-Job Training Programs. Leaders In Training "LIT" Community Youth Leadership Training
- Life Skills Training for Youth & Adults

2. **Number of Years Organization Has Been in Business: Eleven.** Employee Connections was established in 2008 and has been operating as a 501 (C) (3) not-for-profit agency business for eleven years.
3. **Target Audience:** Our organization's target audience is in-school and out of school low-income and at-risk youth ages 16-24 are Lake County, Il residences
4. **Governing Board:**
   Our agency's governing board consists of seven boards of directors. Their role in the oversight and delivery of this proposed program will be as follows:
   - Work with the Executive Director and Program Manager in overseeing the administration (management) of the program. Work with the Executive Director and Program Manager on the changes to any matters of policy, direction, strategy to would be applicable to the program operations. Review the program expenditures transactions
   - Oversee matters critical to the success and health of the program, making sure that every aspect of the program is in alignment with the program design model.
   - Oversee the accuracy of the budget and financial reports for this program
   - Evaluation the progress of the program and provide advice to enhance the program where applicable and evaluate and help manage any unforeseen risk that maybe encountered during the program. Provide resources, advice and to help facilitate operations of the program where applicable.
   - None of our current board members or staff is a member of the Lake County Workforce
   - Development Board or its committees.
5. **Licensed to Do Business in Illinois** - Our agency is licensed to do business in the State of Illinois (see Attachment "U " Business License)

6. Organization Capacity:

From 2008 to the present 2020, Employee Connections has successfully operated fifth-teen community based employment education and training programs, which have connected youth and adults with employment opportunities. In addition, our agency has placed over 1,500 low-income youth and families in subsidized and unsubsidized employment.

To identify the eligible candidates for our programs, we have reached out to our collaborated partnerships, the community based service organizations/agencies, Community Action Partnership of Lake County, the Mundelein, North Chicago, Round Lake, Waukegan and Zion school districts, Lake County Sherriff's Department, Lake County Juveniles Department, Lake Department of Children and Family Services, Faith-Based organizations, Job Center of Lake County, to identify and enroll candidates into our programs.

Below is a list of these programs. Please see Attachment "ZD" – Experience By Year & Program"for a listing with a brief description on each program.

- 2008 – 2015 Student Connect Job-Readiness After School Program
- 2009 CAP Youth and Adult Transition To Work
- 2009 Workforce Summer Stimulus Program for Youth
- 2010 – 2011 Put Illinois To Work Program
- 2012 – 2017 "Joshua Program" Microsoft Office Productive Computer Soft Skills
- 2013 – 2014 SYEP Summer Youth Employment
- 2013 – 2015 Career Builders Summer Youth Employment Program
- 2016 Candidate Referral Program.
- 2017 – 2018 CAP CSBG Youth Job-Readiness to On-The-Job Training Program.
- 2017 – 2018 CYEP - Youth Job-Readiness Transition to Work – FY 2018
- 2018 - 2019 WIOA FY19 Youth Program
- 2018 – 2019 Steans Family Foundation's North Chicago High School Youth Summer Opportunities Program
- 2018 – 2019 FY 2019 CYEP -Youth Job-Readiness Transition to Work Program
- 2019 - 2020 WIOA FY20 Extended Youth Program – In Progress
- 2019 – 2020 FY2020 CYEP - Youth Job-Readiness Transition to Work Program

7. Staff:
Our staff has over 75 years of combined experience in serving youth and providing youth supportive services. For this project, our core Case Management Team members and office staff will be working with our program youth to ensure that they receive successful outcomes from this program in achieving their education, career and employment goals. Our Employee Connections staff, as required by the State and Illinois Department of Human Services has been trained and received certification in Trauma Information training through One Hope United which is an Illinois Department of professional Regulation Social Work and Counseling Continuing Education Sponsor #159.000225. In addition our staff has been trained and is certified through the Lake County Health Department and Community Health Center in Youth Mental Health Aid.

C. Program Description:

1. Participant Recruitment, Assessment, Case Management of WIOA Eligible Youth:

Recruitment:

Our target population for recruitment will be in-school and out-of-school youth, ages 16-24 that meet the WIOA qualifications for eligible youth. As part of our recruitment strategy, we will market our program through the social media outlets, the local High Schools in Lake County, and with our coalition of human services agencies throughout Lake County to connect with and identify the appropriate candidates for this program. In addition we will:

- Utilize our current database of 330 youth to identify the program eligible youth.
- Participate in job-fairs and networking events throughout Lake County where there is an opportunity to have a recruitment presence and have our Job Placement Recruiter onsite at these events.
- Send out referral requests to our other human services agencies to provide youth referrals through our partnership/membership with the Lake County ServicePoint, Townships, churches, the Faith-based community, Alternative Schools, Juvenile Courts school Officer Liaisons; the Nineteenth Judicial Circuit Juvenile Probation/Detention Services of Lake County, IL and Lake County Regional Office Truancy Department.

In addition, in an effort to recruit and inform all youth throughout Lake County, our agency will run ads in the local and county-wide newspapers and magazines and recruit youth through Social Media communication outlets as well.

Workforce Development will complete the process of enrolling the youth and certifying documentation for WIOA eligibility for each youth. Our Case Management Supervisor and team will be work with Lake County's Workforce Development in this process as well.

2. **Basic Skills Assessment – Pre & Post Test:**

As with our current WIOA program, Employee Connections Case Management Supervisor will work with Workforce Development's Career Specialist Project Lead in coordinating the completion of the Test of Adult Basic Education (TABE) pre and post-test. The tests will be administered at the College of Lake County. All youth will be given a TABE basic This tool will be used to assist in making decisions about eligibility for academic programs and employment for each youth. It will also serve as an effective screening tool when used in conjunction with information we receive during the initial intake assessment for each youth as well.

3. **Case Management and Support:**
Youth who successfully enroll in the program will be given an intake assessment to determine what their overall social-economic needs and academic and career explorations and interests are. This assessment will be done by the Case Manager who will be assigned to the youth. During the academic and career assessment, the Case Managers will go over various career pathways with the youth to identify the one(s) most suitable for youth's academic, employment and career interest. Tools to be used for this assessment will be:
   - ISS Plan
   - TABE pre and post-test
   - Employment 101 Assessment through the Illinois workNet™
   - NOCTI 21 Century Assessment
   - Individual Employment Plan – IEP (Please Attachment "ZE " Sample Document of IEP)

   The Case Manager will link all formal and informal assessments through keying information in our internal online Case Management system. For accessibility and for ease of reporting, all assessment and IEP information will be documented and stored in the Youth's Case Management Plan file and in our Case Management system.

   In addition, Our Case Management Team under the leadership of our Case Management Supervisor will develop the Individual Service Strategy (ISS) with each WIOA participant to create employment and training goals while providing the support needed as the participants progresses through their ISS plan. Our Case Management team will meet weekly with the participants to review their ISS plan and document progress.

   In addition our Case Management team will conduct weekly reviews of the Case Plan of their short term and long term goals for WIOA youth.

   Support services are in place to address the WIOA youth's well-being needs and to assist in eliminating barriers to their success.

4. **Career Interest Assessments:**
To prepare our program youth for the NOCTI, all WIOA program youth be given an in depth overview of the NOCTI 21st Century Skills Assessment. This will familiarize them with the test and better prepare them for taking the test as well. This will be a three hour test and part of the Job-readiness training administered by our Director of Training and Information Technology and Case Management Team. It will be a requirement that all our WIOA program complete the NOCTI 21st Century Skills Assessment.

5. **Support Services:**
In the development of the Youth participant's Individual Service Strategy (ISS) the needed support services will be determine by one-on-one assessment meeting with the Case Manager and each youth participant. These support services will be documented by the Case Manager in the youth participant's Individual Service Strategy (ISS) folder. In addition, Employee Connections will utilize its network of human service agencies. As a member of the Lake County ServicePoint Network we will utilize our referral connection through them as well to insure that our WIOA participant has access to and obtain all the necessary support services they need to be successful in this program.

6. **Comprehensive Guidance:**
A one-on-one assessment meeting will be conducted by our Case Manager – Social Worker with each youth to assess what counseling services and the appropriate referral (s) that will be needed for each youth. All assessment of counseling services and referrals will be documented in the youth's Individual Service Strategy (ISS).

7. **Financial Literacy:**
As with our past and current WIOA programs, Employee Connections, in partnership with the North Chicago Community Bank (*A branch of Lake Forest Bank & Trust Company, NA – a Wintrust Community Bank) and Fifth Third Bank* will be providing quarterly financial literacy workshops. These workshops will be MONEY SMART FOR YOUNG ADULTS. This is a FDIC's Money Smart for Young Adults curriculum that helps youth ages 12 to 20 learn the basics of handling their money and finances, including how to create positive relationships with financial institutions. Equipping young people in their formative years with the basics of financial education can give them the knowledge, skills, and confidence they need to manage their finances into adulthood.

Also, through our community partnership with Community Action Partnership of Lake County, our WIOA program youth will participate in their Financial Literacy Information Day which will be conducted by Fifth Third Bank inside their mobile banking unit.

In each workshop the youth participants will receive a minimum of two hours of financial literacy training and receive certificates of completion from each of these financial institutions. Copies of these certificates will be placed in the youth participants ISS and IEP folders and recorded in their Case Manager's monthly case notes. All monthly case notes will be submitted to the Lake County Workforce Development.

8. **Entrepreneurial Skills Training:**
To ensure that all youth participants received a minimum of 2 hours of entrepreneurial skills training, we have added an "Entrepreneur Skills training track as a sub-set of our Job-readiness training. Participants will also attend presentation from various successful entrepreneurs in our community as well. This training will be conducted by our Director of Training and IT. In addition, Each Quarter, a supervised field trip will be scheduled for youth participants to the College of Lake County Small Business Administration. Youth participants will receive a certificate of completion for this training. Copies of these

certificates will be placed in the youth participants ISS and IEP folders and recorded in their Case Manager's monthly case notes. All monthly case notes will be submitted to the Lake County Workforce Development.

9. **Leadership Development:**
Through our Youth's Leaders In Training "LIT" community youth service program, our WIOA youth participants and will be provided the following leadership training:

a. **Four** trainings, one each calendar quarter, provided through Employee Connections Marvin Bembry - President, MKB Leadership Transformation and Executive Director of the John Maxwell Team
   - How to become a person of leadership influence
   - Keys to personal and leadership success
   - Laws of personal growth
   - Strategies to bring your dream to fruition
   - Experiential exercises-teamwork

   Youth participants will receive a certificate of completion for this training through the John Maxwell Corporation.

b. **Three –** Four Community Service Activities. We will plan quarterly community service activities that connect with leadership. These will be peer-centered activities.
c. **One** Legislative Field trip to the State Capital in Spring Field. This will be done in part with State Representative Rita Mayfield's office. This field trip will be designed to expose youth participants to the importance of leadership in :
   - **Increase their knowledge of state government procedures, people and processes as it applies to leadership.**
   - **Meet district legislators.**
   - Participate in a mock legislative committee meeting
   - **Have dialogue about their concerns as a youth advocate for their community**

Copies of these certificates will be placed in the youth participants ISS and IEP folders and recorded in their Case Manager's monthly case notes. All monthly case notes will be submitted to the Lake County Workforce Development.

10. **Job Readiness Training:**

Employee Connections will provide Job Readiness Training for all participants. The training will cover:

a. Employment 101 – Youth will receive a Certificate of Completion from Southern University through the Illinois Worknet.
b. Resume Building
c. Skills Interests
d. Job Searching
e. Labor Market Information
f. Social Media Training
g. Interpersonal Communications & Conflict Resolution
h. Diversity
i. Portfolio Development
j. Mock Interviews With Industry Career Based Professionals
k. Entrepreneurship

Participants who successfully complete our job readiness training will receive certificates in completion in all of the aforementioned nine topics. In addition, Employee Connections will coordinate with Workforce Development to schedule times for our WIOA program youth to participate in "Bring Your A Game – a 7 module training designed to build workplace skills" provided by Workforce Development in which participants will earn Work Ethic Certification from Bring Your A Game.

11. Work-Based Learning & Business Services/Business Outreach Plan:

The program will be focus on the four WIOA approved Career Pathways of Healthcare, Information Technology, Manufacturing/Engineering, Transportation, Human Service (sub-categories of Criminal Justice and Childcare). Our Case Management Team will attend job fairs in Lake County where there are high demand industries present to recruit them for our program. We will do this in conjunction with the Lake County Job Center.

Benchmarks – Milestones - There will be a total of nine benchmarks designated in our program for each youth participant to achieve The following business services will be part of this program as follows:

Milestone	Stipend
Job-Readiness Completion	$100
Microsoft Boot Camp Credential	$100
Financial Literacy	$100
Leadership Training Certificate	$100
Passing of GED Test and Getting GED	$100
Successful completion of 3 mock interviews with industry professionals	$300 ($100 per each mock interview)
Successful completion of 2 job shadows in two unique industries/occupations	$200 ($100 per each job shadow)
Successful completion of a job application worksheet, resume and mock interview	$100
Successfully completion of 4 company tours of high demand industries.	$400 ($100 per each tour)

The achievement of a milestone will be based on the youth participant successfully completing each milestone (in attendance, participation and grades) and receipt of the required certificates of completion and credentials. The success of their achievement their milestones will be communicated to the youth participants with a written correspondence and receipt of their credential and/or certifications of completion. These milestones will be documented in the Case Manager's monthly case notes as they occur and in the youth participant's file.

Business Recruitment Strategy: Employee Connections has over fifty MOU's from our existing community business partners across Lake County, IL. We have reached out to our existing business partnership and ask that they extend their services they have in their memorandum of understanding our agency for this pilot program as well and they agreed to do so. In addition, we will target businesses that will meet the needs of the work-based experience requirement of this program and align with WIOA approved Career Pathways. To identify and connect with businesses, our Communications team will market the program in the local newspapers, community bulletins, job fairs, local businesses, chambers of commerce, social media and do one-on-one meetings with the Human Resource and hiring managers of these businesses. In additional, we will be working with our existing business partnerships and recruiting potential new businesses and employers to establish meaningful relationships to enhance work-based learning activities for our participants. This will be done in conjunction with Workforce Development as they will be setting up multiple company tours for the participants to attend.

12. **Occupational Skills Training – Computer Literacy Skills:**
    Talent Development Consultant - Talent Development Services, Workforce and Professional Development Institute, we will use our established Microsoft Boot Camp, which has been customized for our program youth. Each participants will receive a minimum of 10 hours of computer literacy skills training in Microsoft Office Suite Word, Excel and PowerPoint and earn a Microsoft Office Suite certificate as designated and given by the College of Lake County. This training will be done at the College of Lake County's Lake Shore Campus in Waukegan, IL.

13. **Tutoring, Study Skills Training/ Alternative Secondary School Services/Study Skills -as needed:**

    This is our evidence-based dropout prevention and recovery strategy that will help our youth participants lead to completion of the requirements and obtainment of a secondary school diploma or GED: Employee Connections Case Manager will conduct a needs assessment with all youth participants to determine which youth will need alternative secondary school services and other study and life skills. We have on staff GED instructor. In addition we will be referring youth to the College of Lake County and UMMA Center to provide advanced GED tutoring as well. The combination of the these instructional training will deliver and make accessible tutoring, study skills training, instruction to all participants. Upon completion of this training our Case Management Team will assist youth in scheduling to take their GED tests with the College of Lake County. We will provide these youth with the supportive services in GED tutoring, scheduling of their GED placement testing at the College of Lake County. This will be done in a means to prepare them to take and successfully pass their GED and earn their GED or High School diploma equivalency.

    In addition, we will work with the youth's local High School's counselors to reconnect, those who are age appropriate, to their High school to finish and graduation with their High School diploma. The Case Managers, along with our education partners, College of Lake County, State Career College and Lake County High Schools Technology Campus, will work with the youth to ensure a successful transition into a postsecondary education program of their choice.

    For youth that have been determined to need assistance in completing the high school education in obtaining their diploma or GED, through this proposed program, our program Case Managers will work with their community high school counselors and/or the College of Lake County's Adult Education Department to get them in an academic program that will assist them in obtaining one or the other. Youth who successfully obtain their GED will receive their GED certificate or complete and graduate from High School will receive their diploma. A Copy of their GED or High School Diploma will be placed in the youth participants ISS and IEP folders and recorded in their Case Manager's monthly case notes. All monthly case notes will be submitted to the Lake County Workforce Development.

14. **Prep for Post-Secondary/ Training:**
Employee Connections Case Management Team will provide Financial Aid informational workshops for participants. These workshops will include but not be limited to a minimum of 3 hour of completing the FAFSA and assistance with college financing, review of award letters, how to search for scholarships, and other grant and scholarship opportunities. There will be a minimum of three workshops per calendar year. All participant will receive this training and a certificate of completion. Copies of these certificates will be placed in the youth participants ISS and IEP folders and recorded in their Case Manager's monthly case notes. All monthly case notes will be submitted to the Lake County Workforce Development.

15. Job Search Services:
As per of our Job-readiness training, all youth participants will learn how to conduct job searches through the Illinois workNet, Indeed, Monster and Job-boards and other Social Media outlets.

16. **Adult Mentoring during Follow-up Services:**
Employee Connections will work with the Job Center of Lake County to host community networking events, Community Committee "Lunch and Learns" where our youth will be able to have communication with employers, community leaders and residences from various sectors within the community who are supportive in youth advocacy services. All youth must attend at least one -two of these events. There will also be accessible adult mentoring during program enrollment and follow-up services through Employee Connections. This will be done to provide the necessary support that will enable youth participants to retain and advance in program, employment and education.

17. **Follow-up Services:**
Employee Connections Case Managers on a weekly basis will be in contact with our youth participant to assess what follow up services they will need, and to make sure that they are on track with the program requirements that will help them obtain successful outcomes through this program. Our Case Management Team will be in ongoing two-way communications with all active participants. Participants will be tracked for twelve months. All communications and follow up services that Employee Connections provides will be documented in the Case Management – Case Manager's monthly case notes which will be submitted to the Job Force of Lake County.

18. **Program Schedule:** Please refer to Attachments "V & W" for the Flowchart of Services & The Program Timeline. The program schedule will start in July of each program year with a pre-training month of program staff only in June. All action items as referenced by month in Year One will be repeated in Years Two and Three. Depending on the budget, we anticipate increasing our participant's number adding five to ten more youth each year. In addition, each year we will be expanding our employer partnerships as a means to have more career pathway work-based learning experiences. This will also grow our business outreach in working with local businesses to establish meaningful relationships for work-based learning activities for our youth participants

19. Minimum Attendance Requirement:

- All youth will be required to attend and complete all job-readiness training before being assigned to a worksite.
- All youth will be required to be at their worksites on time and attend their entire scheduled work week.
- All youth will be required to sign a contract stating the will adhere to the policies and procedures, as outlined in the Youth Employment Program Handbook for this program.
- The following corrective 3-Step disciplinary action will be taken when a youth participants fails to meet the minimum attendance requirement. This will also is a part of our program's Disciplinary and Termination Policy:
  - Step 1 - Verbal Warning/ Step 2 - Written Warning/ Step 3 - Program Termination

20. Tracking and Reporting Participant Progress:

Tracking and Reporting of Youth Participant's progress, against their Individual Employment Plan, with be done in our internal Case Management Outline System. Each youth's information will be input into this system by their assigned Case Manager and updated on an ongoing basis.
(see Attachment "ZF" Outline of Tracking and Reporting Participant Progress).

21. Sequence of Program Service Steps & Flowchart:

The following sequence of services will be delivered throughout the program. Benchmarks are incorporated, with milestone stipend incentives to ensure that the youth participants encouraged, focused and have an ongoing sense of accomplishments throughout the program. Below is the sequence of steps in the program:

- Step 1 Recruit and Identify WIOA Eligible Youth
- Step 2 WIOA Program Eligibility Verification
- Step 3 Job Readiness Training
- Step 4 Establish Occupational Credential Trainings
- Step 5 Integration of Workforce Development ITA authorization process.
- Step 6 Work-based Learning - Pre-Employment Benchmark Achievements:
- Step 7 Paid Work-based Experience in WIOA Approved Career Pathways & Industries
- Step 8 Leadership Training
- Step 9 Youth and Employer Meet and Greet
- Step 10Ongoing Case Management Support Services

22. Partner Coordination & Customer Flow:

From the inception of our program, and in its coordination of every phase, Employee Connections will be in ongoing communications with our Workforce Development partners about the delivery of the key program elements and sequence of services to our youth participants. Our Program Director and Case Management Supervisor will meet every month with our Workforce Development partners. To insure that our Workforce Development partner is aware of the status of the deliverables of this program.

To ensure open communications, Employee Connections will keep Workforce Development aware of all educational and work-based learning training activities through in-person, verbal and email communication tools.

We will collaborate our join efforts to connect youth participants to Workforce Development, and receive technical assistance when necessary as well.

Employee Connections program staff will ensure effective communication with program participants between both agencies when applicable. This will be done through the coordination of communications and program activities with our Case Management Supervisor and Lake County Workforce Development Career Specialist Project Lead.

Our partnership with the Lake County Workforce has been a very positive with open communications between us since 2009. And it has proven to be very beneficial to the youth we serve together and making sure that the youth are successful in the program and that the youth receive all the promising practices as mentioned throughout this program description.
Employee Connections will continue to pursue open communications with the Workforce Development in this manner. Workforce Development's Career Specialist; include promising practices the program has used to keep youth engaged through ongoing communication.

Through our Case Management scheduled meeting with the Workforce Development Career Specialist Lead, youth will be connected to the Workforce Development Department to complete eligibility, assessments, enrollments, and additional services. In addition, Employee Connections will jointly schedule meetings between our business services team and Workforce Development Department to collaborate with WDD business services team. This will allow of orderly case management activities between us and not an over lapping of roles and responsibilities but truly allow for us to collaborate our business expertise in a way that will ensure that we jointly achieve the business services object for this program.

D. Budget and Financial Management Information:

Financial Management Plan:

- Person Responsible for program's accounting function:
  January Accounting Services
  Sheila January – CPA
  (847) 263-0074
  sheilajan@jascpa.net
- **Fund Accounting:**
  - For this program, for tracking purposes, funds will be deposited in a separate bank account. Program transactions will be recorded under an assigned a dedicated number from our accounting chart of accounts. The dedicated account's title will be WIOA-LC Youth Employment Program.
  - A program monthly expenditure report will be generated which will show each line item category, the approved budget amount for each line item, current expenditures, and the remaining balance for each line item.
  - Supportive Documents – All transaction documents, such as receipts, timesheets, reimbursement reports, etc. will be attached with each monthly report.
  - Our program Payroll Specialist along with our Certified Public Accountant will monitor program funds ongoing.
  - Trial Balance Reports will be done monthly
- **Procedure for Access Program and Accounting Records:**
  - The LCWDD authorized staff will contact our office to setup a day and time for reviews and submit a written request via email. This request must be sent directly to the Program Manager
  - Due to our training schedules and youth client meetings, a minimum 3-day notice will be required to perform periodic reviews of the program and accounting records.
  - Both the grantee and LCWDD staff will confirm review dates.
  - All requested documentation will be readily available for review.
  - All program files are to be reviewed onsite at Employee Connections.
- **Other Funding Sources For Youth Programs:**
  - WIOA – Lake County Workforce Development grant. Amount of grants $175,000 and $131,000. Funding period July 1, 2018 – June 30, 2019, July 1, 2019 – June 30, 2020
  - Illinois Department of Human Services, funding period is November 2017 – June 2018, July 1, 2018 – June 30, 2019, July 1, 2019 – June 30, 2020. These funds are restricted for our CYEP program and cannot be used for the WIOA program. Purpose of program – Establishment and operation of a broad based Community Youth Employment Program – Job-readiness, work-based learning, career exploration and job placement.
  - Steans Family Foundation grant. Funding period June – August 2019. Purpose – Development and establishment of a Youth Job-readiness Training & Career Pathway Internships. These funds were restricted for a Special District project.

- **Statement of Organization Capability to Assume Financial Liability for any disallowed costs:**
  - Any disallowed costs will be covered from funds designated in our Operational Budget. However, all funding expense requests must have prior approval by the Program Director before a transaction is made. With our efficient accounting monitoring system we will be tracking all expenditures to make sure that only approved expenditures are funded.
- **Use of Funds** - Funds will not be used to purchase any equipment such as laptops, printers, tables or chairs. Funds will only be used for approved budget line items that have been approved by the Lake County Purchasing Department as part of the grant.
- **Description of the Organization's Accounting System:**
  - For our internal onsite accounting purpose, we use a Quick Books Accounting system for the day-to-day business transactions. Our accounting service firm
  - For program designated transactions we work in conjunction use the accounting services of a CPA firm, January Accounting Services.
  - All fiscal reports are generated through January Accounting Services
  - A monthly report expenditures on an accrued basis will be provided to the Lake County Workforce Development's Business Analyst and Business Manager along with our expense tracking report and voucher request.
  - To ensure accuracy of the reports, all fiscal reports are reviewed by a team consisting of our CPA services – January Accounting Services, Program Coordinator and approved by the Executive Director o Only the Executive Director and Executive Assistant/Program Coordinator are authorized to handle or deposit any Program funds .
- **Previous Experience: (See Attachment "ZC " for History of Previous Awarded Grants)**
  For each of the following grant funded programs, our agency complied with all their Uniform Administrative Requirements, Cost Principles and Audit Requirements. Employee Connections submitted the required monthly grantee expenditure reports, quarterly grantee expenditure reports, year-end expenditure reports, monthly trial balance reports and program audit reports as required by the report dates. All our agency reports are on file with these Federal and State agencies: Below are the most recent grants we received covering fiscal years 2018, 2019 and 2020
  - WIOA July 1, 2019 – June 30, 2020 / Grant Amount $131,000 Contract #17214R
  - WIOA July 1, 2018 – June 30, 2019 Grant Amount $175,000/Contract #17214
  - Illinois Department of Human Services – CYEP Program Grants:
  - IDHS July 1, 2019 – June 30, 2020/Grant Amount $558, 549.19/Contract #FCSYR04904
  - IDHS July 1, 2018 – June 30, 2019/Grant Amount $479,800.00/Contract #FCSXR04904
  - IDHS November 1, 2017 – June 30, 2018/ Grant Amount $278,847.00/Contract #FCSWR04904
  - Steans Family Foundation - June 1 – August, 30 2019/Grant Amount $45,000/ Grant #19-2409
- **NICRA Agreement**. Employee Connections have never received a Federally Negotiated Rate. We elect to use a De Minimis rate of 10% or Modified Total Direct Cost (MTDC), 2 CFR 200.68. We will comply with Lake County Workforce Development's annual calculation review.

E. Budget Narrative:

Budget Category	Explanation
Work-Based Learning & Business Services	Stipends: • Job-Readiness Completion $100 x 15 = $1,500 • Microsoft Boot Camp Credential $100 x 15 = $1,500 • Financial Literacy $100 x 15 = $1,500 • Leadership Training Certificate $100 x 15 = $1,500 • Passing of GED Test and Getting GED $100 x 15 = $1,500 • Successful completion of 3 mock interviews with industry professionals $300 ($100 per each mock interview) x 15 = $4,500 • Successful completion of 2 job shadows in two unique industries/occupations $200 ($100 per each job shadow) x 15 = $3,000 • Successful completion of a job application worksheet, resume and mock interview $100 x 15 = $1,500 • Successfully completion of 4 company tours of high demand industries. $400 ($100 per each tour) x 15 = $6,000 Work-Based Learning in Business and Leadership Workshops: • John Maxwell Group Leadership Training Workshops. 1 Pro Bono and 3 x $1,250 = $3,750 **Total $26,250.00**
Occupational Skills Training and GED/High School Equivalency Diploma	• Microsoft Boot Camp Certificate Fee for 3 x $1,750.00 = $5,250 • GED Tutoring $1,000 **Total $6,250.00**

Personnel & Fringe Benefits	**Program/Project Manager** • Oversees and monitor the project/program activities to insure the successful implementation and operation of the project • Determine the resources (time, money, equipment, etc) required to complete the project • Oversees and monitor schedule of tasks for project completion that effectively allocates the resources to the activities • Determines the objectives and measures upon which the project will be evaluated at its completion. • Staffs the project • Manages project staff and/or volunteers associated with the project • Ensures that personnel files are properly maintained and kept confidential • Ensures that all project personnel receive an appropriate orientation to the organization and the project • Contracts qualified consultants to work on the project as appropriate and implements the project • Executes the project according to the project plan • Develops forms and records to document project activities • Sets up files to ensure that all project information is appropriately documented and secured • Monitors the progress of the project and make adjustments as necessary to ensure the successful completion of the project • Establishes a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project • Reviews the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards • Controls the project • Writes reports on the project for management and for funders • Communicates with funders as outlined in funding agreements • Monitors and approves all budgeted project expenditures • Monitors cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly) • Manages all project funds according to established accounting policies and procedures • Ensures that all financial records for the project are up to date • Prepares financial reports and supporting documentation for funders as outlined in funding agreements • Evaluates the project • Ensure that the project deliverables are on time, within budget and at the required level of quality and evaluates the outcomes of the project as established during the planning phase.

Personnel & Fringe	**Program Assistant/Payroll Specialist** • Will assist the Program Director with specific program admin. Tasks. • Will coordinate program information and update correspondence to program participants. • Will support both the Program Directorand Case Management Team. • Will coordinate payroll for the youth wages with the agency's CPA Accounting Service. C**ase Management Team:** **Case Manager- Social Worker & Assistant Case Manager** • Doing the intake assessments for each youth • Working with youth the ensure that they complete all Five Phases within the program that covers ***Job-Readiness, Occupational Credential Training and Work-based Training*** • Developing individualized, assessment based case plans for youth • Work with Lake County coaliton of human service agencies to obtain and provide necessary support services to youth participants. • Conducting weekly worksite visits/Monitor youth worksites. • Collect youth timesheets and make sure that they are filled out correctly. • Accompany their assigned youth on training workshops(if applicable) • Oversees the activities of these youth while they are in the program. • Provide ongoing case management services • Monitor youth worksites • Accompany their assigned youth on field trips (if applicable) • Assist youth in transitioning to non-subsidized employment • Conduct weekly workstudy session of youth participants

Personnel & Fringe	**Job Placement Recruiter:** ▪ Recruitment of Workforce Development ITA and Illinois Career Pathway Employers and program youth. This is an ongoing job task. ▪ Assist Program Executive Director with marketing of program **Director of Technology:** ▪ Conduct Job-readiness Training ▪ Update Employee Connections Website and Case Management system with WIOA program information ▪ Set up computer labs for youth training sessions and internet access **Breakdown of Staff Wages:** *Staff Wages:* ▪ Non-Work Experience $22,792.22 ▪ Work Experience $22,792.22 *Fringe Benefits* – This includes FICA 7.65%, Workers Comp 9.35%, Employer's share of FICA 7.75%, Unemployment Insurance 3.55% ▪ Non-Work Experience $ 8,089.87 ▪ Work Experience $ 8,089.88 **Total Cost: $61,764.19**

Travel	▪ The Program manager will be traveling to program orientations, workshops and other program related travels at the various program partnership locations. This be a maximum of 3 trips allocated to the program budget. ▪ The Program Assistant/Payroll Specialist will travel on occasion to the program training orientations and to other offsite program related meetings at the various program partnership locations. This will be a maximum of 3 trips allocated to the program budget. ▪ The Case Managers will be traveling to do their weekly youth worksite monitoring visits and other program related travels such as to accompany the youth at their training workshops and seminars. This will amount to a maximum of 7 trips allocated to the program budget for each Case Manager. **Total Cost: $500.00**
Supplies	▪ Program personnel file folders will be made for each youth program participant. Filed in their folders will be their program eligibility documentation, youth status report, worksite information and evaluation. ▪ Each youth will be provide with a USB flash drive to use during their training classes and to store their program information. ▪ The copy paper will be used to copy the necessary documents that are generated during the program. ▪ Printer cartridges will be necessary and used up readily during the program with the documentation of program eligibility documents and forms required to be on file for each youth in the program. **Total Cost: $1,000**
Other or Miscellaneous Costs	**Other Program Services:** To help youth overcome the barriers that would prevent them from being successful in the program, vouchers will be provided to them with the following support services: ▪ Childcare stipends 4 x $100 = $400.00 ▪ Transportation - Gas or Bus Card 15 X $25 X 2-weeks = $750.00 ▪ Work Clothes - 15 x $75= $1,125.00 ▪ Program Payroll - Costs January Accounting Services is the firm that will be handling the program payroll system. They will establish each youth with a direct deposit payroll and process all of the tax payments for the program. This will also provide all financial reports for the program, such as trial balances, cash flow etc. - $1,000.00 ▪ State Capitol Leadership Field Trip (includes transportation for youth, supervision and supplies) $130.72 x 15 = $960.81 ***Note***: Balance of cost will be fund by donations. **Total Cost: $4,235.81**
Total Budget	**$100, 000.00**

Proposal Response Cover Sheet		
Name of Organization: Employee Connections		
Address: 2504 Washington Street - Suite 602, Waukegan, IL 60085		
Name and Title of Contact: Cynthia Harris - Executive Director		
Provide the following information for the above-named contact:		
Telephone #: 847-360-7177	Fax #: 847-406-3106	Email: cynthia@myemployeeconnections.com

Legal Status:

Private for-Profit Corp. (Date Incorp/State_________); Private Not-for-Profit Corp. (Date 2008 Incorp/State IL);

Public Agency (Specify______________________); Sole Proprietorship;____ Partnership;____

Other (Specify:______________________)

Organization Information: ______________________

If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's SSN. For all other entities, enter the name of the entity (as used to apply for the entity's EIN) and the EIN.

FEIN/SSN Number: 94-3436433 IRS Classification for Tax Exemption: 501 (C) (3) Not-For-Profit

Total Project Cost/Budget: $ 100,000.00
Total Number of Participants Served: 15
Cost per Participant: $ $6,666.66
Work Experience Hours per Participant: A minimum of 180
Work Experience Wage: $ This will based on labor market information that aligns with the work experience as determined by the Lake County Workforce Development Department.

The Proposer certifies that the information provided in this Request for Proposal including all Attachments, are true, accurate and current; and the person signing below is authorized to do so on behalf of the above-named organization.

Signature of Duly Authorized Representative:

Cynthia R. Harris

Signature

February 9, 2020

Date

Cynthia R. Harris

Typed/Printed Name

Executive Director

Typed/Printed Title

Position Title	Staff Member Name (If Available)	Hourly Rate	Projected # of Hours per Week on Work Experience Activities	Projected # of Hours per Week on Non-Work Experience Activities	Projected Total Hours per Week (All Activities)
Program Director	Cynthia Harris	$45.00	5	5	10
Training & Tech. Director	Terry Ward	$35.00	3	3	6
Case Managment Supervisor	Andrea Hemphill	$30.00	5	5	10
Program Coordinator/ Payroll Specialist	Regina Packard	$30.00	2.5	0	2.5
Case Manager	Coretta Braithwaite	$24.00	5	5	10
Job Placement Specialist	TBD	$20.00	3	0	3

Proposal Outcomes	Total/%	Provide a description of how the proposed program design will lead to the attainment of the proposed goal
Enrolled	100	Will utilize are current database of 330 youth ages 16-24 to recruit from
Complete Microsoft credential attainment	100	We have the program in place with our partnership with College of Lake Cty.
Complete HS Diploma/Equivalency	80	Through our on staff GED Tutor and referring youth to CLC and UMMA Center
Successfully Completing 80% of Phase I program elements	100	Through the collaborative efforts of our Job-readiness training Case Management Team support services, cunseling, tutoring & adult mentoring
Transitioned into Full-Time Employment	100	This will be part of their IEP and Case Management Supportive Services.
Referred to Workforce Development of Phase II services	100	Our Case Management Supervisor will be working with Workforce Development having ongoing communications and making youth referrals to WDD for Phase II services.

WIOA Performance Measure: Youth Placement in Employment or Education

Definition: The percentage of youth who are in education/training activities or in unsubsidized employment in the 2nd quarter after exit.

State's Goals: 58%

Proposer's Goals:

Provide a description of how the proposed program design will lead to the attainment of the proposed goal:

80% of Program youth to reach this goal. This goal will be attained through the youth's Individual Employment Plan, IEP, and case plan for education reconnection component. Youth will be connected with the appropriate education support services. Youth, educational instituion for their GED or a post-secondary education and Case Manager will have scheduled bi-weekly meetings to monitor the youth's progress and to evaluate where additional tutoring and other support services are needed. Through our Case Management, the youth's individual education plan will be monitored for a minimum of 12 months up to 2 years after the youth exits the program.

WIOA Performance Measure: Youth Retention in Employment or Education

Definition: The percentage of youth who are in education/training activities or in unsubsidized employment in the 4th quarter after exit.

State's Goals: 66%

Proposer's Goals:

Provide a description of how the proposed program design will lead to the attainment of the proposed goal:

80% of Program youth to reach this goal. This goal will be attained through the ongoing Case Management Support Services that we will provide, and constant reinforement of the youth's Individual Employment Plan, IEP, and case plan for them to retain their employment and education reconnection component. Case Manager will have ongoing communications with employment partners where youth are placed and with the educational institutions that you are attending checking on their academic status to assess where additonal support services such as additional tutoring, life skills training, work skills training and other support services are needed. Through our Case Management, the youth's individual employment and education plans will be monitored for a minimum of 12 months up to 2 years after the youth exits the program.

WIOA Performance Measure: Earnings

Definition: The median earnings of youth who are in unsubsidized employment in the 2nd quarter after exit.

State's Goals: NA

Proposer's Goals:

Provide a description of how the proposed program design will lead to the attainment of the proposed goal:

We anticipate that 80% of program youth will attain median wage earning in the unsubsidized employent career pathway industry that they are working in. Keeping in mind that the IEP is the centerpiece of all case management and to ensure the attainment of this goal
Ongoing counseling sessions and work performnance reviews with the youth, employer and Case Manager will take place. To determine if the youth is on track with steps in IEP. Did youth achieve employment goal? If not, we will identify the reason for him/her not achieving their employment goal and modify the plan where applicable.

WIOA Performance Measure: Credential Attainment
Definition: The percentage of youth who obtain a recognized postsecondary credential or a secondary school diploma/GED during participation or within 1 year after exit.
State's Goals: 80%
Proposer's Goals:
Provide a description of how the proposed program design will lead to the attainment of the proposed goal: We anticipate that 100% of our youth participants will receive a credential attainment from completing the Microsoft Boot Camp. With our on staff GED instructor and referring youth to UMMA's GED prep training, we anticipate that the you who need and pursue their GED will obtain it. In addition, we will be working with Workforce Developement to enroll our youth in ITA career courses. As an incentive for youth to pursue and obtain a credential in an approved Workforce Development ITA education such as their GED or college credits, they will be receiving Credential Achievement Milestone Stipends.

Lake County Youth Program Services								
Program Year 2020 Summary Tracking Sheet								
Subrecipient Contract		19190						
INSTRUCTION: Budget reflects a 52-week (12 month) program year from 7/1/2020 - 6/30/2021. Enter your total budget by line item in column C10. Enter only expenditures related to work experience. Work experience must be 25% of the programs total budget.								
Organization Name:		Employee Connections						
PROGRAM TOTAL BUDGET		$100,000.00	Should match the total budget submitted					
Below are only expenditures tied to Work Experience no less than 25% of total budget								
A. STAFF WAGES		22,792.22	Activities related to work experience					
B. STAFF FRINGE BENEFITS		8,089.88	Activities related to work experience					
C. STIPEND WORK BASED LEARNING		22,500.00	$1,000 max allowed per participant					
D. OTHER			Define below with detail (activities related to work experience)					
		$3,750.00	Work-based learning in business leadership workshops					
TOTAL BUDGET		**$** 53,382 -10						
	Work Experience must be 25% of their budget on work experience.							
		$ -	Total Budget $53,382.10					
		$ -	WBT					
		#DIV/0!						

Attachment D – Total Program Budget Document Youth
Workforce Innovation & Opportunity Act (WIOA) Youth Programs for Lake County **January 2020**

Lake County Youth Program Services				
Program Year 2020 Summary Tracking Sheet				
Subrecipient Contract		19190		
INSTRUCTION: Budget reflects a 52-week (12 month) program year from 7/1/2020 - 6/30/2021. Enter your total budget by line item in column C.				
Organization Name:		Employee Connections		
DUNS Number:				
		Total Budget	**Reporting Line Item**	
A. STAFF WAGES		45,584.44	Case Management, Enrollment, etc	
B. STAFF FRINGE BENEFITS		16,179.75	Case Management, Enrollment, etc	
C. INDIRECT				
D. SUPPORT SERVICES				
E. STIPEND WORK BASED LEARNING		15,000.00	$1,000 max allowed per participant	
F. TUITION		6,250.00	Example: Microsoft, GED, etc.	
G. OTHER			Define below with detail (Ie staff travel, supplies etc)	
		7,500.00	Enrolled training activities milestones	
		3,750.00	Work-based learning in business workshops	
		500.00	Staff Travel	
		1,000.00	Supplies	
		4,235.81	Childcare/transporation/work clothes/Accounting field trip	
TOTAL BUDGET		**$ 100,000 -00**		

It is the policy of Employee Connections (agency) to provide equal employment opportunity to all persons, regardless of race, color, religion, sex, or national origin. Therefore, this organization shall take Affirmative Action to ensure that it shall:

a. Recruit, hire, and promote all job classifications regardless of race, color, religion, sex, age, disability, political affiliation, or national origin.

b. Make promotional decisions that are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.

c. Incorporate equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, company sponsored training, education, and tuition assistance.

d. Conduct programs without regard to race, color, sex, religion, or national origin.

The success of an Affirmative Action Program requires maximum cooperation between management and its employees.

Cynthia R. Harris will be the Human Rights representative for

Employee Connections (agency). This person shall be responsible for working with the Department of Human Rights for the purpose of aiding this agency in establishing future Affirmative Action goals.

The undersigned certified, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of Congress, or any employee or a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement and the extension, continuations, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall be completed and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instruction.

3. The Undersigned shall require that the language of this certification be included in the award documents for all subawards and tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

Employee Connections

Organization

Cynthia R. Harris

Signature of Certifying Official

February 9, 2020

Date

Cynthia R. Harris - Executive Director

Name and Title of Certifying Official

NOTE: In these instances, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over $100,000 (per OMB).

Attachment G – Certification Regarding Debarment, Suspension and Other Responsibility Matters Primary Covered Transactions

<u>Workforce Innovation & Opportunity Act (WIOA) Youth Programs for Lake County</u> January 2020

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR part 98, section 98.510, Participant Responsibilities. The regulations were published as Part VII of the May 26, 1988 <u>Federal Register</u> (pages 19160-19211).

(BEFORE SIGNING, READ INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principles:

   (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

   (b) Have not within a three-year period preceding this proposal been convicted or had civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

   (c) Are not presently indicate for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

   (d) Have not, within a three-year period preceding this application/proposal, had one or more public transactions (Federal, State, or Local) terminated for cause of default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Cynthia R. Harris

Name and Title of Authorized Representative

Cynthia R. Harris — February 9, 2020

Signature — Date

(This section must be completed and returned with proposal. Attach additional pages as required to complete required documentation.)

AUTHORIZED NEGOTIATORS:

Name: Cynthia R. Harris Phone: 847-360-7177 Email: cynthia@myemployeeconnections.com

Name: ____________ Phone: ____________ Email: ____________

BUSINESS ORGANIZATION: (check one only)

____ Sole Proprietor: An individual whose signature is affixed to this proposal.

____ Partnership: State full names, titles, and addresses of all responsible principals and/or partners on attached sheet.

____ Corporation: State of incorporation: ____________

____ Non-profit Corporation

x 501c3-- U.S. Internal Revenue Code

By signing this proposal document, the Proposer hereby certifies that it is not barred from proposing on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Employee Connections
Business Name

Cynthia R. Harris
Signature

Cynthia R. Harris
Print or Type Name

Executive Director
Title

February 9, 2020
Date

Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.
Where this program element is included in the proposed program provide the following details:
- Method for delivering program element: - Name of staff member/position responsible: - Dates/Timeframe to be delivered: This will be done through our on staff GED tutoring, partnerships with CLC Adult Eduction GED prorgram and UMMA Center's GED programs, Youth's home baed highshool dropout prevention and recovery programs. This will be coordinated through our Case Management Supervisor Andrea Hemphill. Deliverable timeframe July 1, 2020- June 30, 2021.
Where this program element is made available through another entity provide the following details:
- Name of entities/organizations: - Method for making available: - When referral will be made: College of Lake County's Adult Education GED Program, UMMA Center and Youth's homebase highschool. Case Management Supervisor will coordinate the youth's enorllment into this program. Referral will startin July 2020 through June 2021.

Alternative secondary school services, or dropout recovery services, as appropriate.
Where this program element is included in the proposed program provide the following details:
- Method for delivering program element: - Name of staff member/position responsible: - Dates/Timeframe to be delivered: Case Management Supervsior - Andrea Hemphill will contact and identify appropriate alternative schools, review optins with outh, schedule sites visiits to the schools an develop a plan for getting youth enrolled. This will take place starting August 2020 and continue throughout the program.
Where this program element is made available through another entity provide the following details:
- Name of entities/organizations: - Method for making available: - When referral will be made: Stevenson Alternative School, Waukegan, Allendale Alternative Schools, Ombudsman Alternative Schools. Case Manager will coordinate the youths enrollment into the appropriate alternative school. Referral will start August 2020 and continue throughout the program.

Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences: (i) summer employment opportunities and other employment opportunities; (ii) pre-apprenticeship programs; (iii) internships and job shadowing; and (iv) on-the-job training opportunities.
Where this program element is included in the proposed program provide the following details:
- Method for delivering program element: - Name of staff member/position responsible: - Dates/Timeframe to be delivered: In Phase II of the program, this will be coordinated with the Workforce Development Department. Employee Connections will provide Job-training . Terry Ward - Director of Training and Development will oversee this deliverable and the Program Director Cynthia Harris and Case Management Supervsior Andrea Hemphill will work with Workforce Development. Timeframe January - May 2021
Where this program element is made available through another entity provide the following details:
- Name of entities/organizations: - Method for making available: - When referral will be made: Through Lake County Workforce Development in collaboration with Employee Connections.

Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123.

Where this program element is included in the proposed program provide the following details:

- Method for delivering program element:
- Name of staff member/position responsible:
- Dates/Timeframe to be delivered:

This will be done in collaboration with Lake County Workforce Development Department to align youth to enroll in WIOA approved ITA's. The Program Director Cynthia Harris and our Case Management Supervisor Andrea Hemphill will be working on this initative. Timeframe will start in August 2020.

Where this program element is made available through another entity provide the following details:

- Name of entities/organizations:
- Method for making available:
- When referral will be made:

Workforce Developement in collaboration with Employee Connections. Referrals will be made starting August 2020 through collaborative communications between both agencies.

Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

Where this program element is included in the proposed program provide the following details:

- Method for delivering program element:
- Name of staff member/position responsible:
- Dates/Timeframe to be delivered:

Case Management Supervsior Andrea Hemphill will align the youth's education track with their workforce preparation activities. This will start in August 2020.

Where this program element is made available through another entity provide the following details:

- Name of entities/organizations:
- Method for making available:
- When referral will be made:

Workforce Developement in collaboration with Employee Connections. Referrals will be made starting August 2020 through collaborative communications between both agencies.

Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.

Where this program element is included in the proposed program provide the following details:

- Method for delivering program element:
- Name of staff member/position responsible:
- Dates/Timeframe to be delivered:

Through our Youth's Leaders In Training "LIT" community youth service program, our WIOA youth participants in bi-weekly youth leadership meetings, particpate in 3 community service activities, 4 John Maxwell Leadership Training Workshops and a Legistative Leadership field trip. Program Responsible: Director Cynthia Harris & Case Management Supervisor Andrea Hemphill . Starting August 2020.

Where this program element is made available through another entity provide the following details:

- Name of entities/organizations:
- Method for making available:
- When referral will be made:

This ill only be available through our agency

Support Services

Where this program element is included in the proposed program provide the following details:

- Method for delivering program element:
- Name of staff member/position responsible:
- Dates/Timeframe to be delivered:

This will be delivered the our Case Management team to the youth througout the entire program and made available to the youth until the exist the program. As a member of Lake County's ServicePoint we will connect youth to all the Human Resource agencies in Lake County. Case Management Supervisor Andrea Hemphill will coordinate these services. This will start July 2020

Where this program element is made available through another entity provide the following details:

- Name of entities/organizations:
- Method for making available:
- When referral will be made:

Lake County Health Department and Community Health Services Deparment of Child and Family Services. The Case Management Supervsior Andrea Hemphill will wok with the youth to schedule appointments. Referrals will be made starting in July 2020.

Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.	
Where this program element is included in the proposed program provide the following details:	
- Method for delivering program element: - Name of staff member/position responsible: - Dates/Timeframe to be delivered:	The Case Management Supervisor Andrea Hemphill will cooordinate the adult mentoring support services with the youth. These services will be provided to the youth at our office or at one of our designated human service partnership agencies. Support services will be delivered starting August , 20202 and occur both during and after the program ends.
Where this program element is made available through another entity provide the following details:	
- Name of entities/organizations:	
- Method for making available: - When referral will be made:	This will only be available through our agency.

Follow-up services for not less than 12 months after the completion of participation.	
Where this program element is included in the proposed program provide the following details:	
- Method for delivering program element: - Name of staff member/position responsible: - Dates/Timeframe to be delivered:	Case Management Supervisor Andrea Hemphill will schedule monthly follow up meetings with all youth who have exist the program for two years after the program ends. She will evaluate the progress of the support services and make the necessary adjustments to the support services for the youth. This information will be tracked in our Case Management system.
Where this program element is made available through another entity provide the following details:	
- Name of entities/organizations: - Method for making available: - When referral will be made:	This portion of the program will only be initiated and made available through our agency's network of collaborative partnership. Our agency will refer youth to the appropriate support service agencies and track there progress.

Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.	
Where this program element is included in the proposed program provide the following details:	
- Method for delivering program element: - Name of staff member/position responsible: - Dates/Timeframe to be delivered:	This will be delivered to youth through their one-on-one sessions with their Case Management Supervisor Andrea Hemphill. to determine what supportive guidance and counseling supportives the youth will need. Meeting will be arranged to schedule appointments for the youth to obtain these services. This will began in July 2020.
Where this program element is made available through another entity provide the following details:	
- Name of entities/organizations: - Method for making available: - When referral will be made:	Our various program partners, NICASA, Lake Health Department and Community Health Services, Department of Child and Family Services. The Case Management Supervisor Andrea Hemphill will cooordinate the support services with the youth. Referrals will be made August , 2020

Financial literacy education	
Where this program element is included in the proposed program provide the following details:	
- Method for delivering program element: - Name of staff member/position responsible: - Dates/Timeframe to be delivered:	Through our partnership with the North Chicago Community Bank and Fifth Three Bank, Employee Connections will offer quarterly Financial literacy education workshops. Program Coordinate Regina Packard will coordinate these workshops. This will start in September of 2020.
Where this program element is made available through another entity provide the following details:	
- Name of entities/organizations: - Method for making available: - When referral will be made:	This will be provided through our agency only.

Entrepreneurial skills training
Where this program element is included in the proposed program provide the following details:
- Method for delivering program element: - Name of staff member/position responsible: - Dates/Timeframe to be delivered: This will be delivered during our Job-readiness training instructed by the Director of Training and Technology - Terry Ward and Program Director Cynthia Harris. This will start in August 2020
Where this program element is made available through another entity provide the following details:
- Name of entities/organizations: - Method for making available: - When referral will be made: This will be provided through our agency only.

Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
Where this program element is included in the proposed program provide the following details:
- Method for delivering program element: - Name of staff member/position responsible: - Dates/Timeframe to be delivered: Youth will be provided this service when the do their Job-readiness pre-employment training and career explorations component of the program. This will be administered by the Director of Training and Technology Terry Ward. This will start July 2020.
Where this program element is made available through another entity provide the following details:
- Name of entities/organizations: - Method for making available: - When referral will be made: This will be provided through our agency only.

Activities that help youth prepare for and transition to post-secondary education and training.
Where this program element is included in the proposed program provide the following details:
- Method for delivering program element: - Name of staff member/position responsible: - Dates/Timeframe to be delivered: Conduct post-secondary school tours, Conduct business site tours, Interview workshop days, Financial Aid workshop. Work with youth and their parents to identify scholarships. Have a college prep night to help youth in developing their college and career aspirations. Case Management Supervisor Andrea Hemphill will coordinate these. This will began in August 2020
Where this program element is made available through another entity provide the following details:
- Name of entities/organizations: - Method for making available: - When referral will be made: College of Lake County and other post-secondary educational institutions in Lake County, IL. Employee Connections will host a education fair inviting representatives from various accredited educational institions to meet with our program youth. Referrals will be made starting August 2020

List below other organizations (users of similar size and structure to Lake County preferred) for which these or other similar services have been provided (attach additional pages as needed).

Agency Name: Illinois Department of Human Services
Address 401 S. Clinton
City, State, Zip Code Chicago, IL 60607
Contact Person Nicolle McKinney
Telephone Number 312-793-4639
Email Address Nicolle.mckinney@Illinois.gov
Dates of Service November 1, 2017 - June 30, 2018/July 1, 2018 - June 30, 2019/July 1, 2019 - June 30, 2020
Project Description Community Youth Employment Program - CYEP

Agency Name: Community Action Partnership of Lake County
Address 2424 Washington Street
City, State, Zip Code Waukegan, IL 60085
Contact Person Darlene Johnson
Telephone Number 847-249-4330
Email Address darlene.johnson@caplakecounty.org
Dates of Service September - December 2018, March 2017-June 30,2017
Project Description Youth Summer Job-Readiness & Youth & Adult Tansition to Work Programs

Agency Name: Steans Family Foundation
Address 50 E Washington St # 4,
City, State, Zip Code Chicago, IL 60602
Contact Person Jessica Taylor
Telephone Number 708-228-0224
Email Address jtaylor@fic-sff.com
Dates of Service June - August 2018 and June - August 2019
Project Description North Chicago Community High School's Summer Youth Opportunities Program

Agency Name: Illinois Department of Commerce and Economic Opportunity
Address 500 East Monroe, 10th Floo
City, State, Zip Code Springfield, IL 62701
Contact Person Tammy Stone
Telephone Number 217-557-5549
Email Address tammy.stone@illinois.gov
Dates of Service Years 2013 and 2014
Project Description Summer Youth Employment Programs - SYEP 2013 an 2014

Agency Name: Chicago Area Project
Address: 55 E. Jackson Blvd - #900, Chicago, IL 60604
Contact Person: Howard Lathan/ Email Address: HowardL@chicagoareaproject.org
Dates of Service: March 1, 2017 - June 30, 2017/November 1, 2018 - Present
Program Description: Community Youth Services Program - Lake County, IL Region

Attachment Q - N/A

Value Added Services

Workforce Innovation & Opportunity Act (WIOA) Youth Programs for Lake County January 2020

Proposers are requested to describe and provide a cost for any additional/optional services that are not provided as part of the Jail Commissary Services proposal.

Price Schedule for Value Added Services

Item	Additional Service	Description of Optional Service	Price and/or Cost Basis for Service
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

SUSTAINABILITY STATEMENT INSTRUCTIONS

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking Proposers to provide a Statement of Sustainability to ensure our vendors are also incorporating sustainability into their firms' practices.

INSTRUCTIONS

On the following Sustainability Statement form, provide a clear description of your firm's sustainable practices, policies, or procedures. These practices may include, but may not be limited to, the following categories and examples:

Waste Minimization within your office or facilities, such as a recycling programs, double-sided copying, electronic internal communications (i.e. memos), use of recycled-content materials and reusable cups, limiting printing, electronic document management, instituting green purchasing policies, using green cleaning supplies and practices, or reducing packaging in materials you procure or supply.

Energy Efficiency within your office, facilities, or firm, such as lighting retrofits, photo-sensor switches for lighting, effective use of daytime lighting, using Energy Star rated appliances or equipment, using an alternative fuel or having efficient fleet policies, an anti- idling policy, or indoor temperature management (i.e. turning the thermostat up in the summer and down in the winter).

Water Efficiency within the office, facilities, or firm, such as faucet or fixture retrofits, switching from individual bottled water to office water coolers or drinking fountains, and installing drought-tolerant landscaping.

Staff encouraged to adopt sustainable practices and supported by your firm through public transit benefits, bicycle accommodations, telecommuting options, support for green seminar attendance, becoming US Green Building Council LEED accredited, or creating an internal "green team."

Education of your staff about green practices, education of your business peers about your green accomplishments, education of your community by your sustainability, or notice of any environmental awards your firm has achieved.

CONTINUE TO NEXT PAGE

SUSTAINABILITY STATEMENT

Attach additional sheets if necessary.

Waste Minimization

Within our office we do double-sided copying, electronic internal ommunications (i.e. momos) limiting printing and electronic document management.

Energy Efficiency

We have effective use of daytime lighting, using Energy Star rated appliances

Water Efficiency

In our office we are in the process of installing a water cooler to replace bottled water.

Staff

Our staff is encouraged to adopt sustainable practices.

Education

Education informational brochures and content are accessible to our staff.

VENDOR DISCLOSURE STATEMENT

Vendor Name:	Employee Connections		
Address:	2504 Washington Street - Suite 602, Waukegan, IL 60085		
Contact Person:	Cynthia Harris	Contact Phone #:	847-360-7177
Bid/RFP/SOI/Contract/Renewal:	19190		

Vendors wishing to contract with Lake County for goods and services in an amount greater than $30,000 shall submit this form in advance of award. This disclosure statement is not required for utility companies regulated by the Illinois Commerce Commission or local units of government. Vendors shall disclose:

- A familial relationship between a Lake County elected official, department director, deputy director and manager and owners, principals, executives, officers, account managers or other similar managerial positions of the vendor's company. Familial relationship is defined as a spouse (including civil partner), child, stepchild, parent, stepparent, grandparent, in-laws (including parent, grandparent, sibling, or child), relatives and non-relatives living in the same residence, and offspring born to any aforementioned person.
- All political campaign contributions made by the vendor or an owner, principal, executive, officer, account manager, or other similar managerial position of the vendor to any county board member, county board chair, or countywide elected official within the last five years.

If there is nothing to report in a section, please state none in the appropriate space.

FAMILIAL RELATIONSHIPS

List names and departments/agencies of Lake County employees or public officials with whom owners, principals, or officers of the vendor's company have a familial relationship and the nature of the relationship. Attach additional pages as necessary. (Provide all names or state none in the space below. Do not leave blank.)

Name and Department/Agency of Lake County Employee/Public Official	Familial Relationship
None	

CAMPAIGN CONTRIBUTIONS

List campaign contributions that have been made within the last five years that exceed $150 annually. Attach additional pages as necessary. (Provide all names or state none in the space below. Do not leave blank.)

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made
None				

Continuing disclosure is required if information changes. This Vendor Disclosure Statement form is available at www.lakecountyil.gov.

The full text of the County's Ethics and Procurement policies and ordinances are available at www.lakecountyil.gov.

I hereby acknowledge that the information above is accurate and complete, that I am an authorized signer on behalf of the vendor, that I have read and understand these disclosure requirements, and that I agree to update this information if there are any related changes by submitting a new Vendor Disclosure Statement.

Authorized Signature:	Cynthia R. Harris	Title:	Executive Director
Printed Name:	Cynthia R. Harris	Date:	February 9, 2020

Vendors must insert "x" in the following box indicating exception and provide a brief narrative for exception. ☐

Attachment T – Addendum Acknowledgement

Addendum Acknowledgement RFP # 19190

The undersigned acknowledges receipt of the following addendum(s):

ADDENDUM #	SIGNATURE
19190	Cynthia R. Harris

I have examined and carefully prepared the submittal documentation in detail before submitting my response to Lake County.

Submittal Number: 19190

Company Name: Employee Connections

Authorized Representative: Cynthia R. Harris
Signature

Authorized Representative:
Print

Date: February 9, 2020

It is the vendor's responsibility to check for addendums, posted on the website at http://lakecountypurchasingportal.com prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of the submittal due date.

If the submittal has already been received by Lake County, vendors are required to acknowledge receipt of addendum via email to purchasing@lakecountyil.gov prior to the due date.

Submittals that do not acknowledge addendums may be rejected.

All responses are to be submitted in a sealed envelope. Envelopes are to be clearly marked with required submittal information.

STATE OF ILLINOIS **COUNTY OF LAKE**

VALID FOR CALENDAR YEAR

City of Waukegan

100 N Martin Luther King Jr Ave
Waukegan, Illinois 60085-4395

Expiration Date: 12/31/2020

No. **5421**

REGISTRATION / LICENSE

Name: EMPLOYEE CONNECTIONS INC.
Address: 2504 WASHINGTON ST SUITE 602
C/O CYNTHIA R HARRIS
City: WAUKEGAN, IL 60085

Date: 1/1/2020
Doing Bus. At: 2504 WASHINGTON ST

For permission to operate:

	AMOUNT
Gen. Bus: Square Footage	$150.00
TOTAL	$150.00

SAM CUNNINGHAM
MAYOR

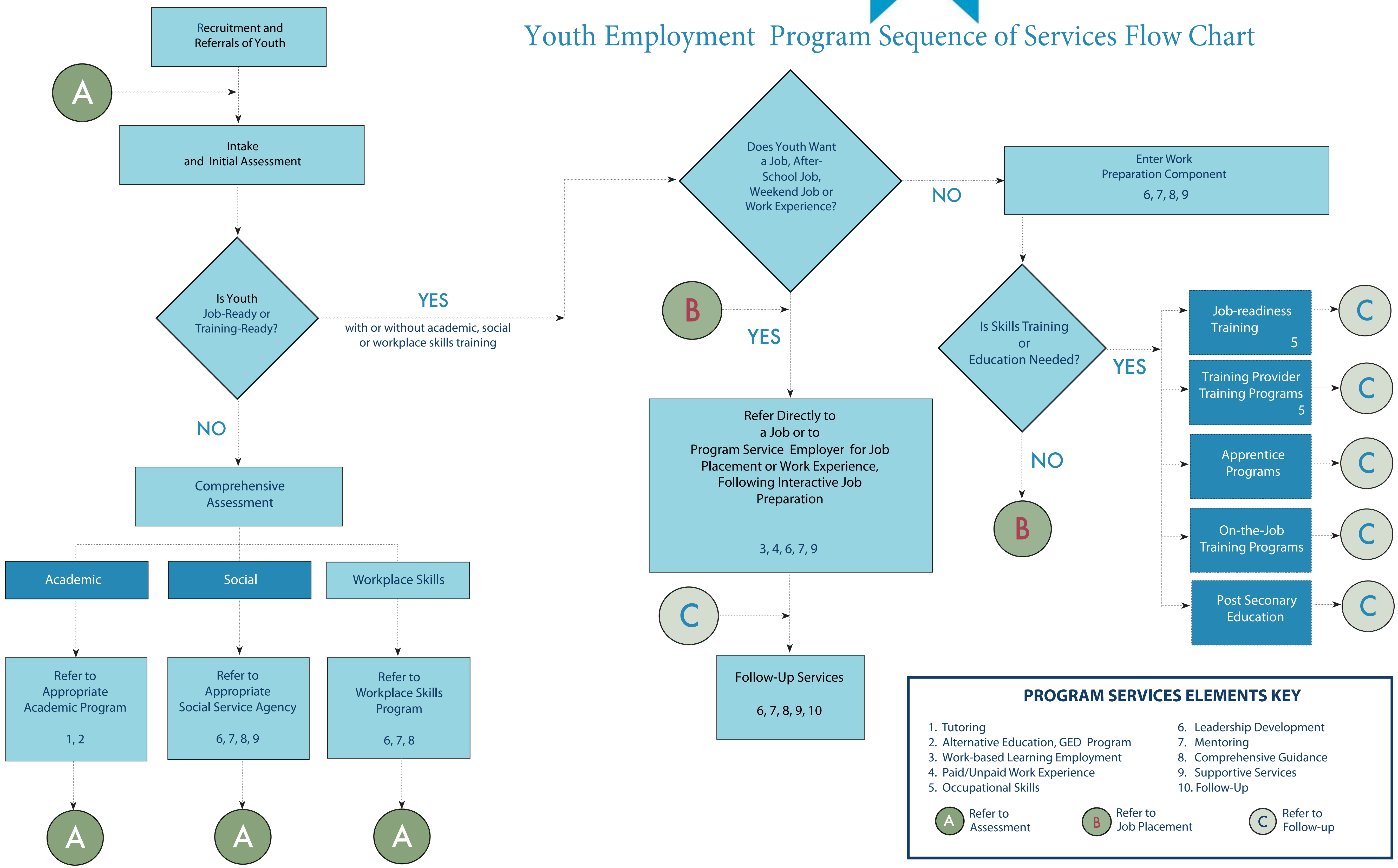
JANET E KILKELLY
CITY CLERK

Ownership of registration/license and location of premises of registration/license not transferable

THIS REGISTRATION/LICENSE MUST BE EXHIBITED CONSPICUOUSLY AT YOUR ESTABLISHMENT OR PLACE OF BUSINESS AND MAY BE REVOKED FOR VIOLATION OF FIRE, HEALTH OR ORDINANCES AND REGULATIONS

Employee Connections, Inc., NFP™

Youth Employment Program Sequence of Services Flow Chart



Attachment W– Program Timeline for Program Years 1, 2 and 3

The following monthly project timeline will be followed to insure prompt and success project implementation. This timeline will be repeated for program years 2 and 3 with appropriate modifications:

Month	Action Item
June	▪ Grantee Staff Training - Staff will participate in program specific training sessions Outcome all staff successfully trained in every aspect of the program operations, policies and procedures.
	Program Marketing Compaign: ▪ Marketing of Program Announcement: Postal, Web, Phone, and Email based marketing campagin: To be done by Staff: Marketing Intern and Director of Technology & Training. ▪ Announce Program via Agency Website, county-wide and local community news papers and, chamber websites. Notify and advertise program enrollment in every township and human service agency within Lake County: ▪ Send weekly (4 wks.) and then bi-monthly(11 mos.) email blasts to existing client base of 1000 individuals ▪ Send weekly (4 wks.) and then bi-monthly(11 mos.) email blasts to Collaboration Partners Client base of 1000 individuals and businesses ▪ Press release to local and community newspapers, radio, and faith based community, ▪ Letters and phone calls to other Community Service Organizations **Business Service Outreach:** ▪ This will be ongoing throughout the program. Outreach to local businesses and employers to development meaningful relationship and work-based learning activities for youth participants.
July	**Recruitment of WIOA Youth Participants with Case Management Support:** Employee Connections will reach out to its community partners in the high schools, alternative schools, Lake County Regional Office of Education's Truancy Department, community colleges; Police Departments and school Officer Liaisons; the Nineteenth Judicial Circuit Juvenile Probation/Detention Services of Lake County, IL; Townships, county-wide human service agencies; and churches within the community to identify the low-income and at-risk youth ages 16-24 within the Lake County, IL with the focus on youth residing in the cities of North Chicago, Round Lake, Waukegan and Zion. Youth who have been identified as at-risk will be directed to enroll in the program. In addition, in an effort to recruit and inform all youth throughout Lake County, our agency will run

	ads in the local and county-wide newspapers and magazines and recruit youth through Social Media communication outlets as well. Youth will be directed to our website to apply online for the program and to complete a pre-eligibility requirement. Eligible youth will be contacted by our staff and given an appointment date to come in to our office, with their proof of eligibility documents, to do an intake assessment. **Program Online Application and Enrollment Process:** Youth apply online through Employee Connect website ▪ Case Managers will review the application for WIOA youth eligibility requirements. ▪ The Case Manager will contact all Youth that have been confirmed as eligible and enrolled, to come in for an intake assessment. Youth will be required to bring with them their proof of income and program eligibility documentation. ▪ Youth that have the correct eligibility documentation will move to the next processing step and complete an I9 and there W4 Federal and State tax forms. ▪ Youth will be required to setup a bank account for direct deposit of their paychecks. Representatives from our partnership bank will be on site to assist the youth with setting up their bank accounts. ▪ All youth tax information and bank account information will be sent to January Accounting Services to establish them for direct deposit payroll. ▪ Youth will be assigned and provided a schedule for their Job-Readiness Training schedule referencing the location dates and times of the training.

July - August	▪ Enrollment Process - WIOA Eligibility Certification ▪ ISS Plan Development for Participants ▪ Base Skills Assessment TABE Testing ▪ Job-Readiness Training/Career Interest Assessment –NOTCI - Youth earn work-readiness and life skills certificates and NOTCI Badge
September	▪ Computer Literacy Skills Training - Microsoft Boot Camp ▪ 1st Quarter Leadership Development Workshop for Youth ▪ 1st Quarter Financial Literacy Training Workshop For Youth ▪ FASFA - Financial Aid Training Workshop ▪ Community Committee Lunch and Learns & Adult Mentoring ▪ Community Service Project #1 ▪ Bi-Weekly Youth Leadership Meeting
October – December	▪ Ongoing Case Management Support Services ▪ Start - Tutoring, Study Skills Training, instruction and evidence-based dropout prevention and recovery ▪ Adult Mentoring ▪ All youth connected with appropriate support systems (for guidance and counseling) ▪ Scheduling of GED tutoring, placement testing for youth ▪ Job Searching Services Begins ▪ Prepare Youth Participants for Post-Secondary Training. Assisting youth enrollment in WIOA approved post-secondary education institutions ▪ 2nd Quarter Leadership Development Workshop for Youth ▪ 2nd Quarter Financial Literacy Training Workshop For Youth ▪ Community Committee Lunch and Learns & Adult Mentoring Meeting ▪ Community Service Project #2 ▪ Bi-Weekly Youth Leadership Meeting

Month	Action Item
January – March	▪ Ongoing Case Management Support Services ▪ Leadership Training – State Capital Tour to Springfield, IL ▪ Work-based Learning – Employer Assignments for Youth ▪ Meeting and Greet Youth and Employer Meeting ▪ Computer Literacy Skills Training - Microsoft Boot Camp at the College of Lake County. ▪ Company Tours – Business Exploration Field Trip ▪ Paid Work-based Learning Experiences for Youth ▪ Youth enrolled in Post-secondary education institutions for career pathway occupations ▪ 3rd Quarter Leadership Development Workshop for Youth ▪ 3rd Quarter Financial Literacy Training Workshop For Youth ▪ FASFA - Financial Aid Training Workshop ▪ Community Committee Lunch and Learns & Adult Mentoring Meeting ▪ Community Service Project #3 ▪ Bi-Weekly Youth Leadership Meeting
April	Start Process of Youth Transitioning to unsubsidized part or full time employment ▪ Transition Meeting with Youth, Case Manager and Workforce Development. Will review plans with youth to complete the program and transition to an unsubsidized employment and the status of their completing their high school education or for pursuing a post-secondary education. ▪
April - June	▪ Ongoing Case Management Support Services & monitoring of youth participants progress with their ISS and IEP ▪ Work-based Learning – Employer Assignments for Youth Continued ▪ Computer Literacy Skills Training - Microsoft Boot Camp at the College of Lake County. ▪ Company Tours ▪ Paid Work-based Learning Experiences for Youth ▪ Youth enrolled in Post-secondary education institutions for career pathway occupations ▪ 4th Quarter Leadership Development Workshop for Youth ▪ 4th Quarter Financial Literacy Training Workshop For Youth ▪ FASFA - Financial Aid Training Workshop ▪ Community Committee Lunch and Learns & Adult Mentoring Meeting ▪ Community Service Project #4 ▪ Bi-Weekly Youth Leadership Meeting ▪ End of Program Year Graduation Ceremony

July 1, 2019 Through June 30, 2021 & For Program Years 2 and 3
▪ Monthly tracking of youth's progress in education, employment and career goals. ▪ Ongoing Case Management support services provided to youth ▪ Youth Committee Meetings and Workshops ▪ Adult Mentoring

Attachment X- Work-Based Learning & Business Services Partnerships

Employer	Industry	MOU
1. Alice's Discovery Academy	Childcare	Yes
2. A-List Limo and Bus	Transportation and Logistics	Yes
3. Anastasia's Restaurant	Human Services	Yes
4. Black Chamber of Commerce of Lake County	Construction	Yes
5. Boys and Girls Club	Education/Childcare	Yes
6. Catholic Charities	Human Services	Yes
7. Challenge Unlimited	Horticulture	Yes
8. City of North Chicago	Human Services/Government	Yes
9. Community Action Partnership of Lake County	Culinary & Human Services	Yes
10. Cool Ministries	Human Services	Yes
11. Dean Investments	Construction	Yes
12. Debbie's Florist	Horticulture	Yes
13. Family Chiropractic	Healthcare	Yes
14. Family Housing Services	Construction/Remodeling	Yes
15. Farmers Insurance – In Mundelein	Human Services	Yes
16. Farmers Insurance – In Gurnee	Human Services	Yes
17. FEW Electric	Skills Trades	Yes
18. FuTech	IT	Yes
19. Goodwill Industries	Culinary	Yes
20. Gray's Animal Hospital	Horticulture	Yes
21. Hermon Park	Horticulture	Yes
22. Horizon Village	Horticulture/Grounds Maintenance	Yes
23. J and J Auto	Automotive	Yes
24. Jackola Home Improvements	Construction	Yes
25. J. Witherspoon Legal and Mediation	Legal/Criminal Justice	In progress
26. Kings Court	Horticulture/Ground Maintenance	Yes
27. Lake County Health Department	Healthcare/IT	Yes
28. Larsen's Green House	Horticulture	Yes
29. Lift 31 Salon and Spa	Human Services	Yes
30. Marielle Purple Heart	Childcare	Yes
31. Market Square	Culinary	Yes
32. Marvelous Barber Studio	Human Services	Yes
33. Metal Designs	Architectural and Engineering	Yes
34. North Chicago Library	Human Services	Yes
35. North Chicago School District	Education	Yes
36. Nuel Home Health Care	Healthcare	Yes
37. Pope's Florist	Horticulture	Yes
38. Roberti Community House and Culinary School	Culinary	Yes
39. Shaw Law LTD	Legal/Criminal Justice	Yes
40. Small Business & Contractors Academy	Construction Training	Yes
41. Stack House of Style -	Human Services	Yes
42. Step By Step Day Care	Childcare	Yes
43. Sweet Tarts & Sweet Hearts Academy	Childcare	Yes
44. The Fuller Center	Agricultural & IT	Yes
45. The People's Choice Entertainment	Human Services – Customer Service	Yes
46. Vista Health Systems	Healthcare	Yes
47. Waukegan Housing Authority	Human Services/Grounds and Maintenance/Clerical	Yes
48. Woodstone Village	Horticulture/Grounds Maintenance	Yes
49. Zion Benton Times	Media	Yes
50. Zion Cancer Treatment Centers of America	Healthcare	Yes

Attachment "Y"

Employee Connections, Inc., NFP™

A 501 (C) (3) Not-For-Profit Employment Education and Training Agency

Policy: NICRA Agreement

Date: January, 2018

Employee Connections have never received a Federally Negotiated Rate. We elect to use a De Minimis rate of 10% or Modified Total Direct Cost (MTDC), 2 CFR 200.68. We will comply with Lake County Workforce Development's annual calculation review.

The Calculation

The de minimis rate can be charged at 10% of Modified Total Direct Costs (MTDC). MTDC is defined at 2 CFR 200.68 as being:

"All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each sub-award (regardless of the period of performance of the sub-awards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award in excess of $25,000."

The first $25,000 of sub-awards can be taken when each sub-award is initially issued, separately negotiated, or renegotiated over the Federal grant's period of performance (i.e. not $25,000 for each entity's fiscal year). Some NFPs have found it helpful to have two separate sub-award general ledger accounts: one account that tracks the first $25,000 of sub-awards and another account that records costs in excess of the first $25,000.

Employee Connections will want to ensure that direct costs of the Federal grant do not already include recovery of indirect costs (double charging) when using the de minimis rate. This type of issue is most prevalent when the NFP's Federal grant supports a large majority, if not all, of the activities of our agency.

Internal Controls

Should Employee Connections enter into Federal grants that allow for use of the de minimis rate, it is important that our agency establish a system of internal controls over the calculation of the de minimis rate. This will be done in conjunction with our CPA accounting service January Accounting Services. It is also important that our agency monitor the calculation when invoicing the grant.

Documentation of all the calculation of the de minimis recovery will be required.

2504 Washington Street- Suite 602, Waukegan, IL 60085 – (847) 360-7177
www.myemployeeconnections.com

Attachment Z – Sequence of Program Steps

Step 1 **Recruit and Identify WIOA Eligible Youth**

- Utilize our current database of 330 youth to identify the program eligible youth.
- Participate in job-fairs and networking events throughout Lake County where there is an opportunity to have a recruitment presence and have our Job Placement Recruiter onsite at these events.
- Send out referral requests to our other human services agencies to provide youth referrals through our partnership/membership with the Lake County ServicePoint, Townships, churches, the Faith-based community, Alternative Schools, Juvenile Courts school Officer Liaisons; the Nineteenth Judicial Circuit Juvenile Probation/Detention Services of Lake County, IL and Lake County Regional Office Truancy Department.

Run ads in the local and county-wide newspapers and magazines and recruit youth through Social Media communication outlets as well.

Workforce Development will complete the process of enrolling the youth and certifying documentation for WIOA eligibility for each youth. Our Case Management Supervisor and team will be work with Lake County's Workforce Development in this process as well.

Step 2 **WIOA Program Eligibility Verification**

- Completion of the Youth Profile
- Verification Documents:
  - Valid ID
  - Valid Social Security Card
  - Proof of Family Income
  - Complete I9, W4s
  - Read & Sign Program docs
- TABE Testing (If still required)
- Approval of Workforce Development

Step 3 **Job Readiness Training – Milestone Stipend:**

Employee Connections will provide Job Readiness Training for all participants. The training will cover:

- Employment 101 – Youth will receive a Certificate of Completion from Southern University through the Illinois Worknet.
- Resume Building
- Skills Interests
- Job Searching: As part of our Job-Readiness training, all youth participants will learn will be provided with job search activities including assistance with job search websites such as Indeed, Illinois workNet, Career Builder, Monster. In addition, youth participants will be scheduled to, attend employment workshops, hiring events, and job fairs. We will collaborate these services with the Job Center of Lake County to insure that all participants will receive a minimum of 3 hour of job search activities and accessing services at the Job Center of Lake County as well.
- Labor Market Information
- Social Media Training
- Interpersonal Communications & Conflict Resolution
- Diversity
- Portfolio Development
- Mock Interviews With Industry Career Based Professionals
- Entrepreneurship

Step 4 **Establish Occupational Credential Trainings – Milestone Accomplishment Stipends:**

- CLC GED
- CLC Microsoft Boot Camp

Step 5 **Integration of Workforce Development ITA authorization process.**

During the skills interest assessment portion of the Job-Readiness training, we will identify and work with the participants to connect them with a related Workforce Development Individual Training program. This will be a team effort with the Workforce Development Department. Through our Case Management team, there will be ongoing case management and assessment with updates in the case notes to the progress of this project.

As an incentive for youth to pursue and obtain a credential in an approved Workforce Development ITA education such as their GED or college credits, they will receive a **Credential Achievement Milestone Stipend.**

Step 6 **Leadership Development – Milestone Accomplishment Stipend:**
Youth will participate in 4 John Maxwell trainings; three to four Community service Activities; and one Legislative Field trip to the State Capital in Spring Field, IL.

Step 7 **Work-based Learning - Pre-Employment Benchmark Achievements – Milestone Accomplishment Stipends**:
This will be a series of milestone activities that will expose the participants to jobs, industries and employers in Lake County. Some of these milestone activities will include but are not limited to for them to:

- Complete 3 mock interviews with industry professionals. Minimum of 30 minutes each.
- Complete 2 job shadows in two unique industries/occupations. Minimum of 2 days
- Complete a job application worksheet, resume, and mock interview. Minimum of 1 Day
- Complete 4 company tours of high demand industries. Half day tour for each

Youth participants will receive a milestone completion stipend for each milestone successfully completed. In addition, Youth participants will receive certificates of completion for this training. Copies of these certificates will be placed in the youth participants ISS and IEP folders and recorded in their Case Manager's monthly case notes. All monthly case notes will be submitted to the Lake County Workforce Development.

Step 8 **Paid Work-Based Experience in WIOA Approved Career Pathways & Industries**:
This will be done through Workforce Development. We will recommend 180 program work hours for each youth participant. Youth wages will be determined based on Workforce Development's Labor Market Information that align with the career work-based experience. Employee Connections will work with Workforce Development, as applicable in utilizing its current 50 program business partners. However, we will only align the youth work-based learning experiences with those who are WIOA approved will a focus on the core target career pathways within this program In addition, we will work with the Job Center of Lake County, for ongoing recruitment of employers who will offer work-based training and unsubsidized employment opportunities in the target career pathways.

Step 9 **Youth and Employer Meet and Greet**:
The Youth, Employer and Case Manager will meet together to outline the plan and to ensure that the goals of the youth's Individual Employment Plan "IEP" are met.

Step 10 **Ongoing Case Management Support Services:**
Program youth will be tracked up to a minimum of 12 months after they completed the program and have access to Case Management Support Services. This will not apply to youth who have been officially existed/closed out from the program by Workforce Development.

Cynthia R. Harris

Curriculum Vitæ

2504 Washington Street
Suite 602
Waukegan, IL 60085

847.406-3105 Office
847.650.4790 Mobile
cynthia@myemployeeconnections.com
www.myemployeeconnections.com
&
cynthia@meetingessentials.co
www.meetingessentials.co

- **Executive Director of Employment Education & Training Programs**
- **Certified Meeting Professional (CMP), Principal**

I am an Executive Director of Operations of a 501(C)(3) not-for-profit agency. I have developed and managed several employment education and training programs for at-risk and low-income youth and adults. I am also a certified meeting professional (CMP) planner in the area of conferences, conventions and corporate meetings. My objective is to join a reputable non-profit organization where we can work together in developing education, training and other programs that would be of benefit to at-risk youth and adults in providing them with the skills needs to become productive, employable and sustainable citizens and employees. I have 20 plus years of experience in training and development of employees; and in meeting and event management. I have broad-based experience in conference, meeting and event planning; and exhibit management for US groups in the healthcare and human services industries.

Professional Experience:

Program Development and Implementation:

Employee Connections, Inc., NFP, Waukegan, IL **2008 - Present**
Illinois WorkNet Partner Site
Founder and Executive Director of Operations:

- Provided Illinois WorkNet work readiness assessments and job-readiness training to Lake County, IL. Residents.
- Developed collaborative partnerships with other community service agencies, city government officials, local businesses, townships and educational institutions to assist in reaching out to the disadvantaged, at-risk and low-income residence in Lake County, IL. in providing workforce skills training and employment opportunities.
- Developed, implement and manage Youth Summer Employment Programs. Target population at-risk, low-income disadvantage youth.
- Developed, implemented and managed eight-month grant funded subsidized-employment programs for low-income youth, adults
- Developed and instructed workforce skills/ job-readiness training programs and basic computer soft-skills programs for High School Students, Youth and Adults.
- Established employment policies that govern the operations of the agency and that align with those of the state of Illinois
- Wrote and managed grants
- Managed day-to-day operations of business, policies and programs of a 501(c)3 not-for-profit agency
- Overseen budget and provide financial reports to the Board of Directors
- Designed program and management procedures for grant funded projects
- Provided training and staffing services
- Recruited, screened and tested candidates for employment opportunities, training to work programs and skill building initiatives
- Recruited and screened candidates for grant funded Construction Trades Pre-Apprenticeship Program
- Administered Youth and Adult transition to work programs

Instructor:

Black Chamber of Commerce of Lake County, Waukegan, IL **2013 – Present**
Job-Readiness Instructor/Recruiter/Referral Specialist for TCART Program

- Provided comportment training for TCART students
- Provided job-readiness and life skills training

College of Lake County, Grayslake, IL **October 2012 – Present**
Consultant/Instructor for Workforce & Professional Development Institute

- Provided learning strategies to develop meetings and special events. Instruct students on how to conduct a needs analysis, balance multiple presentation formats, develop conference space schematics, create a program planning and event timeline, develop a budget, and understand the basics of marketing and promotion.

Cynthia R. Harris

Curriculum Vitæ

Meeting and Event Planning/Consultant:

Meeting Essentials Inc., Waukegan, IL **2002 – Present**

Founder, President/CEO - Director of Meetings and Events:

- Space consultation and design
- Budget and time-line development with financial- and timing-management
- Site selection and vendor negotiations
- Marketing materials, printing, booth and media production services
- Online registration
- Onsite management and registrar staffing

Community Action Partnership of Lake County, Waukegan, IL **2016 - Present**

Sales and Catering Events Administrator - Consultant

- Developed and generated quotes for client's events
- Identified client's requested preferred venue
- Negotiated venue and vendor contracts

TELA Bio Group & CALEO Group, Malvern, PA **June – August 2014**

Meeting Planner

- Managed Logistics for TELA Bio Surgeons Summit
- Identified client's requested preferred venue
- Negotiated all venue and vendor contracts
- Booked travel arrangements for attendees
- Developed event budget for client

NBC Channel 5, Chicago, IL **2005 - 2013**

Contracted - Exhibit Booth Consultant:

- Redesigned tent graphics for client's sponsorship and participation in down-town and neighborhood festivals, parades and other city-wide events.
- Provided logistical installation crew at client's annual sponsorship booth area at the African Festival of the Arts event
- Provided sound technician support services for client's participation in parades.

The African American Community Action Leaders (TAACAL), Waukegan, IL **2004 – 2013**

Contracted - Meeting Planner/Administrator:

- Developed a preliminary budget guideline for the client & working within the client's budget
- Developed implementation and management of online registration process
- Facilitated planning committee meetings for organization
- Facilitated Pre-Conference meeting with hotel staff to review the all the banquet event orders and logistics associated with hotel functions supporting the banquet and conference.
- Negotiated contracts with the hotel management and staff and other vendors
- Planned annual leadership training conferences, roundtable meetings and workshops.
- Provided Post-Conference wrap-up meeting budget and logistics report
- Provided onsite management of all logistics for client's events

General Service Administrations (GSA), Chicago, IL **2009**

Contracted - Meeting Planner for International Worldwide Workplace Web (W4) Conference:

- Collected and managed attendee fees for registration and participation
- Conducted site location research
- Coordinated and implemented attendee participation
- Coordinated mailing and other off and online communications with attendees
- Developed and maintained registration website
- Developed conference budget
- Managed conference logistics
- Provided liaison support with venue and on-site meeting and registration support,
- Reserved facilities and coordinated implementation of all event extra-curricular activities, including transportation

Cynthia R. Harris *Curriculum Vitæ*

Illinois Department of Employment Security (IDES), Chicago, IL. 2006
Professional Development Conference:
Contracted - Meeting Planner for the National Unemployment Insurance Integrity

- Arranged support services, coordinated needs with the facility, prepared the site staff for the meeting, and set up all forms of electronic communication needed for the meeting or convention, such as e-mail, voice mail, video and online communication.
- Conducted a venue search for off-site extra-curriculum evening activities and city tours for attendees.
- Coordinated conference planning meetings with client and their staff
- Designed conference website.
- Designed and formatted layout of conference program
- Negotiated vendor contracts for promotional gifts for conference
- Provided Audio Visual procurement services for conference
- Provided onsite meetings management and registration support for entire event
- Successfully managed all conference logistics

University of Chicago Hospitals, Chicago, IL 2004 – 2006
Contracted - Meeting Planner/Exhibit Manager Consultant:

- Designed 10' X10' to 40' X 70' exhibit booths and graphics for client display at the annual NBC5 Health and Fitness
  Fair at Navy Pier; Black Women's Expo at McCormick Place and Arlington Heights Race Track.
- Managed all logistics associated with pickup and delivery of clients properties to each event.
- Planned and facilitated pre-conference meetings to train UCH's volunteers on staffing the booth
- Provided onsite labor for installation and dismantling of client booth

Abbott Labs, Abbott Park, Illinois 2004 - 2005
Contracted – Meeting Consultant and Graphic Design and Productions Services:

- Provided consulting services for meeting logistical
- Provided graphic design, production and printing services for client's Can Do-In-Office Pilot Program
- Worked with Regulatory Affairs department on approval of graphic designs
- Assisted in the successful design of the carton packing of HUMIRA medication storage pouch and PowerPoint presentation table top binder for client's Sales Force.

CogniMed, Inc., New Jersey
Contracted – Meetings Manager 2002 – 2003

- Implemented sixteen (16) Town Hall and Novel Theories Visiting Faculty Dinner Meetings for presentations to physicians nation-wide.
- Conducted Pre-Con conference calls with client
- Confirmed guestroom accommodations and ground transportation for the faculty
- Retrieved meeting materials from shipping/packing for delivery to registration area
- Set up program signage in designated areas throughout the meeting venues
- Established onsite registration area and provided registrar staffing
- Monitored meeting room during entire program
- Coordinated collection of question cards and evaluations after each presentation

Baxter Renal Division, Deerfield, Illinois 1976 - 2001
Meeting Planner and Special Events Manager (1993 – 2001)

- Coordinated logistics for healthcare scientific symposiums.
- Developed bids for audiovisual and exhibit display graphic design houses.
- Developed on-line registration process for US and Global conference and meeting attendees.
- Implemented marketing strategies for booth design to showcase the division's key products and services.
- Managed combined annual budgets of $2 million.
- Managed logistics for Renal Division's National Sales meetings, incentive trips, award banquets, symposiums, focus groups, annual national and global healthcare conferences, meetings, exhibits, resource fairs, workshops, customer events, and symposiums for domestic and international audiences including customer focus groups of 200 to 2000 attendees.
- Managed nurse training meetings for Sales Training and Development department
- Negotiated vendor contracts for hotel, travel and incentive, production, live entertainment, sales and catering, audio visual and multiple vendor contracts for customer and client conferences, events, meetings and support services.
- Provided customer service operations training and support.
- Provided exhibit booth design, graphics and onsite exhibit management for National and International healthcare conferences.
- Worked with VP of Sales and VP of Marketing to develop business plan for communication of division's products and services to be displayed in various communication channels.

Cynthia R. Harris

Curriculum Vitæ

Education, Certifications & Professional Training:

- MA, Human Resource and Development - Northeastern Illinois University, Chicago, IL,
- BA, Interpersonal and Group Communications -Trinity International University, Deerfield, IL
- Business Certification - The Joseph Center School of Business and Entrepreneurship, Forest Park, IL
- Certified Meeting Professional (CMP) – Convention Industry Council, Alexandria, VA
- Certified Female Minority Business Enterprise, Illinois Department of Central Management Services, IL

Memberships:

- Black Chamber of Commerce of Lake County, IL
- Board Member for Daisy's Resource and Developmental Center, North Chicago, IL
- Christian Meetings & Conferences Association -Westminster, CO
- North Chicago Chamber of Commerce Member, North Chicago, IL
- MPI (Meeting Professionals International), Dallas, TX
- RCMA (Religious Conference Management Association) Indianapolis, IN
- Small Business Advocacy Council Lake County, IL Chapter Board Member
- Toastmaster's International, SBAC Chapter, Libertyville, IL

TERRY J. WARD

PHONE (847) 596-1382 • E-MAIL TERRYWARDJ@COMCAST.NET
38644 N. CEDAR AVENUE • BEACH PARK, ILLINOIS 60099

OBJECTIVE

Effective, challenging and innovative *SQL Database Administrator or Analyst, or SSRS Administrator or Designer*, seeking an opportunity to apply advanced technical & interpersonal skills within an organization or business that offers professional growth, fosters career advancement and a strong team environment. As a skilled team player, I enjoy providing creative and sound business solutions. Solutions which includes database consulting, integration, reporting, and project management.

EXPERIENCE

2/2010 - Current TekSystem/Johnson & Johnson Racine, WI

Enterprise Technology Data Warehouse Design / Developer

- Providing structured architectual data designs for strategic f*orecasting* and t*rending* analysis for marketplace financial products and services.

2/2011 - Current Employee Connections Waukegan, WI

Consultant – Technology Services, Training and Design

- Providing technology training services, website design(s), and technical services such as Window Server 2012 r2 implementation and deployment including hardware installations and repair & maintenance services.

9/2010 - 2/2016 TekSystem/Rockwell Automation Milwaukee, WI

Senior Database Administrator & Decommissioning Analyst

- Implemented new database designs, manage, analyze and setup database systems for integrated solutions for legacy database application decommissioning efforts.
- Implemented SSRS and SSIS BI solutions to manage decommissioning apps.
- Responsible for data conversions, change control processes, infrastructure design
- Decommissioned an eighty year old mainframe by migrating data to SAP, Oracle and SQL Server 2012 backends.
- Decommissioned data migrated to data warehouse for legal retentions, archivals and legal observations impacting product delivery challenges.
- Designed special GUI solutions using classic ASP/.NET languages in order to improve decommissioning efficiencies for team environment and increase productivity through quanatative data collection and surveying. SSIS Task executions now takes only a couple minutes to process vs. an hour with layered GUI solution.
- Managed and monitored database integration services (SSIS) transactions and packages.
- Provided project plans, project deliverables, timelines, reporting matrix (SSRS) on discommissioning outcomes.
- Responsible for decommissioning integrated BI solutions, data compliance, stored procedures, execution of SQL jobs and security.
- Established discommissioning disaster recovery plan for legacy migrated data via heterogeneous database system

12/2008 - 12/2009 ZBWDTC Zion, IL

Zion-Benton Workforce Development Training Center (ZBWDTC)

Senior Database Administrator & Business Reporting

- Implemented new database designs, manage, analyze and setup database systems such as SSRS, SSIS and SSAS
- Responsible for data conversions, change control processes, infrastructure design

- Managed database reporting systems (SSRS) infrastructure and designs
- Designed all SSRS business reports in MS Visual Studio 2005
- Designed classic ASP/.NET web pages in order to improve departmental interactive efficiencies with relative GUI interfaces
- Managed and monitored database integration services (SSIS) transactions
- Provided project plans, project deliverables, timelines, reporting matrix (SSRS)
- Established benchmarks and disaster recovery plans.
- Responsible for BI solutions, data compliance and security.

9/2005 - 10/2008 IPC Chicago, IL

Senior Database Administrator | IT Manager

- Designed and implemented new database ordering system ulizing XML technology
- Converted, installed and setup official SQL Reporting Services (SSRS) with Integration Services (SSIS) in order to manage order transactions
- Converted over 900 CRW reports over to SSRS reducing the number of reports to 300 in a dynamic arrangement.
- As part of the CRM Steering Committee, assisted in the database and reporting successful implemention of MS Dynamic CRM.
- Managed, analyze and setup database systems and provide overall client and product reporting
- Responsible for data conversions, change control processes, infrastructure design, database reporting installations, and business reporting system infrastructure. Setups may include SSRS, SSAS and SSIS
- Design classic ASP/.NET pages in order to improve departmental interactive efficiencies with relative GUI interfaces
- Provide project plans, project deliverables, timelines, reporting matrix (CRW/SSRS), establish benchmarks and disaster recovery plans.
- Responsible BI solutionss, data compliance and security.
- Managed Database Systems and Business Reporting Department Personnel
- Conducted Performance Reviews and Appraisals

7/2005 - 8/2005 JDS Consulting Group Chicago, IL

HEAT CMS SQL Database Consultant (Short-term contract)

- Provided client database consulting, design solutions and support.
- Designed interfaces, manage, analyze and setup database systems which contains CMS Technical application based transaction modules.
- Responsible for data system compliance, data conversions, change control processes, infrastructure design, installation, setup and manage database.
- Provided project plans, project deliverables, timelines, reporting matrix (CRW), and establish project benchmarks.

9/1999 - 5/2005 Caremark (CVS) Bannockburn, IL

SQL Database Administrator

HEAT CMS Enterprise

- Managed and setup HEAT CRM Auto Ticket Generator and Business Processing Automation modules application servers.
- Responsible for safe-guarding and implementing Patient Health Information via

Transact-SQL and Triggers (Business Rules) on the backend database(s).

- Implemented and designed Change Management database code restrictions in regard to Sarbanes-Oxley requirements using Triggers (Business Rules) and stored procedures.
- Coordinated rollouts and managed deployment of all client HEAT CRM modules (14,000 employees)
- Managed enterprise-wide HEAT CRM transactions and reporting using SSAS
- Designed and managed extended (add-on) for CRM web application and applications alike utilizing ASP, HTML and VB 6 Professional as an interface.
- Designed web enabled CRM for HEAT CMS user interfaces utilizing ASP technology and VB 6 Professional
- Managed and implemented HEAT CRM application disaster recovery plans
- Monitored and maintained CRM SQL backend database(s) utilizing SQL Query Analyzer and SQL Profiler and SSIS.
- Developed and designed extended web based (self-service) solutions databases for incident management and change management.
- As Project Lead, responsible for CRM database and application upgrades
- Responsible for HEAT CRM classroom training and the development of material used in training.
- Electronically and manually distributed managerial reporting metrics using Cystral Report Writer 9 software and designed web based reporting solution as an alternative.
- Assisted in the architectural project planning of SQL Reporting Services
- Managed, supported and designed additional SQL Server databases for new applications, tools and utilities.
- Designed, managed and supported HEAT CRM electronic detail forms
- Managed and supported HEAT CRM database backup and restores devices
- Developed and maintained administrative web based tools, utilities, self-service tracker systems
- Received award for CAP project team achievement and recognition for Sarbanes-Oxley system control initiatives.
- Developed, designed and supported desktop and web based solutions for Call Centers/Help Desk(s) using front-end programming languages such as ASP, HTML, Vbscript and Javascript
- Responsible for HEAT CRM enterprise wide database integration utilizing DTS designer/packaging as a method of approach — completed database integration of Caremark International and AdvancePCS companies due to corporate merger in the year 2004.

1/1999 - 7/1999 ATECH Business Solutions Wadsworth, IL

Self-Employment (Contractual) • ZBWDTC

- Managed all aspect of the business including application development.
- Provided database, reporting and technical computer solutions.

11/1997 - 10/1998 **Kemper Insurance** **Long Grove, IL**

Technical Specialist / Network Support

- Managed and troubleshoot client/server networks
- Managed and troubleshoot computer systems/desktops

9/1998 - 10/1999 **Bradford & Galt Consulting** **Oakbrook, IL**

Lotus Notes Developer (Short-term contract)

Designed specialized training registration system for Abbott Labs

9/1994 - 7/1997 **Hewitt Associates** **Deerfield, IL**

Senior Technical Lead

- Assisted in the software and hardware development of an ITQA lab.
- Managed and provided technical solutions and support for technology staff.
- Managed and upgrade internal developed software for clients
- Provide technical support to all Call Centers
- Designed hardware inventory system using Lotus Notes development tools and VB scripts etc — The newly designed system efficiently increased inventory approvals across organization and other checkpoints.

2/1990 - 9/1994 **ISAC** **Deerfield, IL**

Assistant LAN Administrator

- Managed, upgraded and deployed Novel network solutions within the organization.
- Designed additional printing solutions in C and CA Clipper 5.0
- Managed cc:Mail exchange system.

Human Resources Information System Administrator (HRIS)

- Managed and upgraded HRIS Spectrum CRM system.
- Provide ongoing HRIS Spectrum system customizations and support.
- Received recognition for the newly proposed and developed Civil Service employment system called 'Automated Register Information System' (**ARIS/TARA**) designed in CA Clipper 5.0. — speeding recruitment turn-around
- Received Agency award for project team achievement.

EDUCATION

6/2015 University of Phoenix Schaumburg, IL

Bachelor of Science Degree (GPA:3.54)

Information Technology Management

6/2012 University of Phoenix Schaumburg, IL

Associate of Arts Degree (GPA:3.49)

Database Management & Development

2/1990 (Semester) Northeastern University Chicago, IL

Human Resources & Development

8/1988 Commercial Community College Shreveport, LA
Corporate Sales & Marketing

AWARDS

2/2009 • Distinquish Citizen Award • Workforce Development Community Technology & Business Implementation Award • Issued by the *City of Zion, Illinois*

4/2009 • Database Technology Implementation and Business Organizational Award • Issued by the *Family Life Outreach Center Church*

12/1992 • Navy Brig Ministry Support Award • Issued by the *US Navy, Great Lakes, Illinois*

VOLUNTEER

10/2010 – Current Strategic Decision Education Foundation Glenview, IL
Strategic Business Technology Alignment Program Director

12/2008 – 12/2009 ZBWDTC Zion, IL
Senior Database Administrator / Business Reporting

6/2005 – 5/2007 CT Association Wadsworth, IL
Board of Directors Member - Architectural Management

3/1997 - 4/2003 RMI Organization Racine, WI
Director of Technology - Managed CRM solution, network and support staff

SKILL SETS

Certifications Received:

- **Global Knowledge Training Institute**
  MCP (Microsoft Certified Professional) • 12/2007
  MCTS SQL Server 2005 Technology Specialist • 12/2007
- **MRA Institute of Management**
  PSC - Professional Supervisor Certification • 2/2008

Productivity Point/Global Knowledge Training Certificates: Lotus Notes Development & Database Administration, SQL Server Database Administration 2005, CRM HEAT System Administrator, Windows 2k & Core Technologies, SQL Server BI, SQL Server Reporting Services Design, and Implementation

HEAT Call Management System (CMS) • Windows 2012 r2 client/server,
SQL Server 2005-2012
Transact-SQL, Triggers, Stored Procedures
Development/Administration
SQL Reporting Services (SSRS), SSAS and SSIS
Integration Services (SSIS) • Crystal Report Writer,
Classic ASP, VBScript, HTML, JavaScript, CA Clipper, Visual Basic v6 Professional
Microsoft Word, Excel, Access, Powerpoint, Outlook 2010/13
Microsoft Project • Sybase
VB.NET, Microsoft Visio • Database Administrator/Analyst/Specialist

REFERENCES

References available upon request.

Regina Packard
1717 Park Avenue
North Chicago, IL 60064
Phone: 224-489-5966
Fax: 847-689-4034
Email: regpackard@yahoo.com

OBJECTIVE: To secure a solid position in which to utilize communication and clerical skills developed.

QUALIFICATIONS:

Over forty years of accumulated business knowledge and experience; with strong accounting and organizational background. Willing to accept challenges. Goal oriented.

WORK EXPERIENCE:

Employee Connections, Waukegan, IL 2016 – Present
Office Manager/Program Coordinator
- Assist the Executive Director with specific administrative tasks.
- Oversee office operations in the absense of the Executive Director
- Coordinates program information and update correspondence to program participants.
- Supports both the Program Manager on activities aligned with the youth employment programs
- Coordinates all payroll for staff and the youth wages with the agency's CPA Accounting Service.
- Follows up with all worksite supervisors on getting youth timesheets in weekly
- Generates all program support vouchers (transportations gas and bus cards, work clothes target gift cards, childcare etc.)

David L. Gates & Associates, Gurnee, IL 2003 - 2016
Office Manager
- Provided support for six family therapists.
- Coordinated the intake and scheduling of new and existing patients.
- Explained program procedures.
- Troubleshot and corrected account inquires.
- Processed monthly billing of DCFS subcontractors.

Jackson Hewitt Tax service, Waukegan, IL/Tax Preparer 1999 - 2001
RGIS Inventory Specialists, Gurnee, IL; Retail Inventory Auditor 1995 - 1996
Sears Mortgage Corporation, Lincolnshire, IL / Senior Accounting Clerk 1985 - 1986
Honeywell, Inc., Arlington Heights, IL /Cost Accounting Clerk 1981 – 1984

EDUCATION:

Supervision Certificate, College of Lake County 2001
Associates of Applied Science in Accounting, College of Lake County 1980

ANDREA D. HEMPHILL
2879 N Southern Hills Dr. Wadsworth, Illinois 60083
(704) 453 -6179 cell

OBJECTIVE:
To obtain a challenging position in the Human Services field, that offers growth and the opportunity to utilize my expertise in the area of Social Work and Case Management , planning and implementing skills; as well as my organizational skills and follow-through skills.

SIGNIFICANT EXPERIENCE:

- 23 years in Human Services, which include Education, Department of Social Services, MH and Health Behavioral Care.
- Social Work positions in Foster Care, Case Management (SW III) and CPS SW-IAT.
- Developed structured risk assessments, services plans, and support and referral services for clients. Ensure the safety and well being for children in NC.
- Provide Services to children and families whose been substantiated for abuse, neglect or dependency; also making case decisions in which substantiations, services needed, services recommended, or unsubstantiated or SNR decisions are appropriate.
- Conducted weekly and monthly home visits and collateral contacts; and demonstrated strong documentation skills; Referrals to counseling agencies, CDSA, CAC and schools.
- As the After Hours CPS SW I accept and screen reports, initiate cases, file petitions.
- Provided assistance, parenting classes, behavioral interventions for children and families
- Established support and strategies needed for family's involved with DSS.
- Supervisory and Administrative responsibilities; demonstrating Leadership/Training experience;
- Working with military families as a Key Volunteer *Coordinator* for United States Marine Corps 2006-2008.

EDUCATION:

GARDNER-WEBB UNIVERSITY -Boiling Springs, NC
Bachelor of Science, Human Services/Counseling May 15, 1999
GPA 3.0, Deans List

WILKES COMMUNITY COLLEGE-North Wilkesboro, NC
Associate in Applied Sciences, Social Services May 23, 1996

WORK HISTORY

Employee Connections Inc. NFP, 2504 Washington Street Waukegan, Illinois 60085
Cynthia Harris, Executive Director Ph# 847-360-7177
Position: Case Management Supervisor- Social Worker Dates: January 3, 2018-current
Task:

- Provide comprehensive services
- Ensure the participation of caring Employers for Youth
- Guarantee long-term follow-up to youth participants;
- Instill Youth with a sense of personal responsibility and accountability for their actions.
- Implement and Relate to future placement goals for Youth that include: Employment; Long-term Training; Long-term Education.
- Provide individual, family, and small group services based upon assessments and planning
- Identify and prioritize personal strengths and needs, and translate them into a set of realistic goals
- Develop a Case Plan or a Plan of action for achieving those Youth goals
- Access, across institutions, the resources needed to pursue Youth goals
- Successfully complete a "customized" set of services among a variety of institutions.
- Help the Youth learn to access services on his or her own and thereby reduce dependency upon the Case Manager.

Volunteer Work for Cherry Creek School District in Aurora and Centennial Colorado
Dates: 2010-2013
Tasks:

- Substituted as a Non Paid Teachers Assistant for grades K to 5 three to four days per week.
- Served on various School Board Leaders such as Leadership for Minority Youth programs-I conducted and instructed monthly meetings, for parents to discuss academic issues, parent participation, ways of increasing testing scores etc.
- Served as Coordinator for STEM programs, 3 years for Destination Imagination- hands-on system of learning that fosters students creativity, courage and curiosity through open-ended academic challenges in the fields of STEM (science, technology, engineering and mathematics), fine arts and service learning.
- Mentor for Military Wives.

Vancouver Public School District, 2901 Faulk Rd. Vancouver WA 98601
Administrative HR Spec. Alex Griffin Ph# 360-313-1092
***On Call Substitute Teacher and Para Educator Dates:* 2013-2015**

Duties:

- Taught assigned content with a high degree of skills which may include an assignment to a combination grade-level classroom.
- Effectively communicated with and appreciated individuals from diverse, socio-economic backgrounds.
- Successfully implement educational programs and manage student behavior with direction from the teachers.
- Demonstrated professional Learning Community process to improve instruction, learning, and assessment, if requested
- Maintained effective, positive classroom management
- Provided a safe environment and handles discipline in a positive manner
- Worked and planed cooperatively and collaboratively with educational team.

Child Protective Services SW/IAT- Cabarrus County Department of Social Services
Address: 1303 S. Cannon Blvd. Kannapolis, NC 28083
CPS Supervisor: Tonya Bowman Phone: 704-920-1400 *Employment Dates*: 2005/2010

Duties:

- Responsible for performing difficult professional work providing protective, investigative, Counseling and Case Management services for children who are at risk for or have been determined to be abused, dependent and/or neglected.
- Provided Social Work services including intervention and immediate response to crisis situations for at-risk children in cases; manages an Investigations or In-Home Services caseloads.
- Prepared detailed and complex court summaries and reports; I also maintained records, files and confidentiality and analyzed situations and determined appropriate courses of action immediately or in short time spans and often under very stressful conditions.
- Provided group, family or individual counseling and education to clients of any age and any developmental, mental, medical, substance abuse, financial or family problem; assesses individuals and family dynamics, crisis intervention, referrals for treatment and placement in foster care or residential facilities.
- Assessed initial safety and devising on-going Safety Plans with families as prescribed by Federal and State guidelines.
- Conducted interviews with the child, family, and collateral contacts; collected background information; gathers and shares information to determine the extent of abuse or neglect, to provide counseling, to arrange for services and to provide expert opinions to legal counsel.

Key Volunteer Coordinator for the United States Marine Corps
4th Maintenance Battalion in Charlotte , NC Dates: 2006-2008

Volunteer Duties:

- Reported directly to the Commander.
- Prepared family members for Deployment and family Readiness.
- Conducted Home Visits to families of Deployed Marines.
- Provided strong Documentation and provided Support to Marine Families.

Case Management/Case Planning Social Worker,
Foster Care Social Worker III,
Gaston County Department of Social Services, 330 MLK Jr Way, Gastonia, NC 28052
CPS Supervisors: Cindy Davenport, Troy Bethune and Billie Moss
Phone Contact: 704-862-7500 Dates: 2001/2005

Duties:
- Ensured the safety and well-being of children.
- Decided modality of counseling in conjunction with mental health experts and uses both individual and family Counseling.
- Provided Behavior Modification Counseling; engaged families, family support systems and community partners in Child and Family Team meetings to engage all parties in providing information regarding the families progress or lack of progress, identification of on-going safety needs.
- Obtained Input regarding further Case Planning efforts and goals, offered consultation to Foster Parents and Group Home staff.
- Traveled to homes, schools, health and mental health facilities, and other service agencies, and attended Case conferences and staffing with legal, court personnel, and other Department of Social Services staff. I also attended other agency and community meetings as required.

Case Management, Mecklenburg County Department of Social Services,
301 Billingsley Rd, Charlotte, NC 28211 Phone: 704-336-3000 Dates: 1999/2000

Duties:
- Worked in Family and Children's Medicaid, Food & Nutritional Services and Adult Medicaid Economic Services.
- Served the Needs of the public in accordance with Federal, State and County regulations to include taking applications electronically making eligibility determinations, verifying information, keying client information in the State and County computer systems, and documenting in the electronic record.
- Determined how information impacts the eligibility of the case and take appropriate action.

School Age Coordinator, Bright Horizons Family Solutions, Charlotte, NC
Dates: 1999/2000

Duties:
- Produced monthly written curriculum, snack menu, and staff schedule, including adjustments for teacher workdays, early dismissal, staff meetings, and training.
- Developed positive relationships with families of participants through consistent, professional communication.
- Defined problems, collect data, establish facts and draw valid conclusions
- Demonstrated the ability to make independent decisions when circumstances warrant.

Habilitation Case Manager, Home Care Management Corporation
315 Wilkesboro Blvd. Lenoir, NC Phone Contact: 828-754-3665 Dates: 1996/1999

Duties:
- Prepared and submitted documentation as required for utilization.
- Coordinated and arranged transportation and staffing for planned outings.
- Developed and implemented new training strategies with Program Administrator
- Participated in staffing meetings as member interdisciplinary team as needed
- Worked with the Program Administer in providing community awareness and support for the program.

C O R E T T A V. B R A I T H W A I T E

39610 N. Warren Ln. ● Beach Park, IL 60083 ● 847.417.8129 ● corettab72@gmail.com

SKILLS/QUALIFICATIONS

- Pre-employment assessment skills testing
- Development of Individual Development Plans
- Youth and Adult Consultation
- Facilitaing Orientations
- Transportation & Logistics/Supply Chain
- Excellent verbal and written communication
- Effective time management
- Efficient multi-tasking
- Report & document preparation
- Strong attention to detail
- Proficient with Microsoft Office Applications & Data Entry
- Workforce Development Training & Planning
- Career, Transition & Life Coach
- Knowlegable of HUD regulations , Housing Authority Policies, Housing Choice Voucher Housing Quality Standards,

WORK HISTORY

2019 - Present - Rehired - Employee Connections, Waukegan, IL/Case Manager

2016- April 2019   Lake County Housing Authority, Grayslake, IL

Housing Quality Standard Specialist

- Perform special tasks at the professional level relating to inspections of rental units in accordance with Housing Quality Standards, Authority policies, and HUD regulations, determine required, recommend repairs, and perform other specific tasks at the professional level relating to the planning and execution of Housing Choice Voucher rent subsidy program for low and moderate income persons.
- Schedule and perform initial, annual, special and vacated unit housing inspections; ensure proper condition of units including compliance with Federal, State, local building, health and safety codes; prepare a detailed unit inspection record which describes the repair or rehabilitation requirements necessary to bring the property up to an acceptable condition.; complete inspection booklets; input & download inspection.
- Inspects physical condition, and structural soundness of buildings to determine feasibility for Section 8; makes re-inspections when units require repairs and/or installation of equipment to meet required standards; certifies units in compliance with established standards.
- Investigates unauthorized occupants and utility shut off complaints for termination of participation. Stops or fails any portion of Assisted Housing Program units should violations occur which are life threatening and/or not in compliance with HQS standards.
- Contacts prospective landlords and Realtors to secure standard housing for the Housing Choice Voucher residents. Verifies resident complaints of landlords' noncompliance of lease agreements and landlord's complaints of resident's noncompliance of lease agreements.
- Determines rent reasonableness using three comparable from private rental market ad negotiates rental rates with property owner; Helps process Housing Choice Voucher payments contracts and coordinates the payment process; approve and process interim rent changes; computation of rent calculation, prorated rents, utility allowances, tenant rent portions, and HAP payments.
- Carries out procedures related to abatement and termination of contracts due to landlord failure to make repairs; placing holds on HAP payments, release of HAP payments and recoup of HAP payments.
- Initiates processes for requests of portability transfers, move outs, Project Based Voucher to Housing Choice Voucher requests for moves. Handle day -to-day inquiries regarding Housing Choice Voucher and deals with the public on a regular basis.

2010-2016 / Rehired in March 2019 Employee Connections, Waukegan, IL

Case ManagerNon-Profit Fund Development Coordinator

- Instruct Job-readiness training and oversee mini-computer lab through IllinoisworkNet
- Work on crowd funding campaigns; work with interns on marketing and grant writing projects.
- Develop a contact list of leading businesses and Fortune 500 companies in Lake County, IL
- Identify corporate and private foundations in Lake County; locate their grant application process for non-profit. Identify grants for job-readiness and workforce development
- Case Management for employment education and training programs
- Assist the Executive Director on various projects; Create and post organization projects, programs events on IllinoisworkNet portal and soicial media sites for marketing.project of programs and services

Promotion to Senior Case Manager for 2014 SYEP and Career Builders Summer Employment Youth Program

- Manage completion of evaluations & assessments for 30 worksites and 66 program participants.
- Oversee and coordinated placement of youth with 24 employers in Lake County area.
- Maintained effective communication, and working relationships with staff,participants, and worksites; providing ongoing support in the areas of problem solving, supportive techniques, and emotional support.
- Managed and trained Case Managers according to Illinois grant specifications to monitor an assigned group of youths in the program. Maintain accurate progress reports and documentation of incidents that occur.
- Facilitate various professional and daily skills training classes through conducting Work Readiness training completed through the Illinois WorkNet portal.
- Provide follow-up to monitor attendance and analyze progress toward job training goals and performance achievements of participants assigned to program worksites.
- Managed supportive services with ability to maintain budgeted allowance; Perform social service needs interviews and assessments; Coordinated referral of participants to appropriate supportive services and agencies. Develop relationships and maintain awareness of community resources and social service agencies.
- Managed payroll uploads to the state for bi-weekly grantee expenditure report. Maintained payroll records and participant files.

Staffing Coordinator *PITW (Put Illinois to Work Program)*

- Assist with coordinating and planning, job fair events and orientations of a computer training program.
- Worked with hiring managers; access client needs, job requirements and skills for job orders
- Recruited and enrolled 800 participants in the program and placed 400 in sub-subsidized and non-subsidized employment positions.
- Developed and maintained professional relationships with employers to meet staffing needs and job fair participation.
- Interviewing and referral of qualified applicants to employers, new hire orientation, and coordinated & conducted site visits.
- Conducted regular follow-up with managers when applicants are placed in positions.
- Maintained applicant's files; assured all necessary documentation and verifications were complete.

2007-2010 Examination Management Services (EMSI), Beach Park, IL
Paramedical Examiner/Independent Contractor

- Conducted mobile physical examinations, testing & personal health interviews, for life and health insurance industry.
- Phlebotomy, Urine Specimen Collection, Record Vitals & EKG's.
- Executed set up & medical screenings for employer health screens/wellness clinics.
- Scheduled & routed applicant appointments, client status updates.
- Completed lab forms, specimen prep and shipping to lab.

EDUCATION

IDHS Office of Grants Administration **2017**
Online Grantmanship Training
Light University Forest, VA **2017**
Professional School of Life Coaching
Advanced Certificate in Christian Life Coaching
NMA University, El Cajon, CA **2017**
Nan McKay & Associates, Inc.
Certification: ***HCV Housing Quality Standard Specialist***

College of Lake County, Grayslake, IL **2013-2015**
Hospitality and Culinary Management
Certifications Received:
Purchasing, ServSafe Certification, Professional Cook
Hospitality Human Resources Management & Supervision
Southern Illinois University, Carbondale, IL **2012**
Certified Illinois WorkNet Advisor
Everest College, Skokie, IL **2007**
Mediacal Assitant, Diploma
Broker Office Training Youngstown, AZ **2006**
Diploma, Master Broker Certification

Attachment ZB- Description of Experience

2008 – 2015 **Student Connect Job-Readiness After School Program** for High School Juniors and Seniors – Funded by a private foundation. Served 107 in school youth ages 16 - 19. Outcome - 100% of participants completed job-readiness training and career portfolio
2009 **CAP Youth and Adult Transition To Work Program** – Grant funded through IDCEO in partnership with CAP. Served 32 youth in and out of school youth ages 16-24. 100% of participants completed job-readiness training and worked in subsidized employment which transitioned to unsubsidized employment.
2009 **Workforce Summer Stimulus Program for Youth** – This as a WIOA program in partnership with Lake County Workforce Development. Served 90 in and out of school youth ages 16-24 youth. 100% of youth recruited, enrolled and received program support services. Youth worked to the end of the program and several youth were hired.
2010 – 2011 **Put Illinois To Work Program** – Grant funded through Department of Human Services. Served 400 low-income youth and adult families out of school ages 18 and over. 100% of the program participants received on-the-job training. 15% of the program participants were hired in part-time or full-time unsubsidized employment
2012 – 2017 **"Joshua Program" Microsoft Office Productive Computer Soft Skills Program** Grant funded through IDCEO. Served 533 youth and adults. Participants successfully completed the program, received a certification of completion in Microsoft Office Productive Skills and acquired the computer softs skills to apply and obtain employment in the Information Technology Industry.
2013 – 2014 **SYEP Summer Youth Employment Program** – Funded by the Illinois Department Of Commerce and Economic Opportunity. Served in and out of school youth ages 16-24 178 youth. 100% completed the skills assessment and earned the work readiness certificate through Illinois workNet. 100% of youth acquired onthe-job training. 15% of the youth were placed in unsubsidized employment at end of the program.

2013 – 2015 **Career Builders Summer Youth Employment Program** Funded by privately owned Foundations. Served 62 in and out of school youth ages 14-25. 100% completed the skills assessment and earned the work readiness certificate through Illinois workNet™. 100% of youth acquired on-the-job training. Placed in internship and work-based learning experiences.
2016 **Candidate Referral Program**. Served 1 out-of-school youth and 14 adults. All candidates were reference for employment
2017- 2018 **Youth Job-Readiness to On-The-Job Training Program**. Grant funded through IDCEO. Served 32 in and out of school youth ages 16-24. 100% completed the skills assessment and earned the work readiness certificate through Illinois workNet™. 100% of youth acquired on-the-job training. 15% of the youth were placed in unsubsidized employment at end of the program.
2017 – 2018 - **FY 2018 CYEP Program Youth Job-Readiness Transition to Work** Grant funded through IDHS. Served 50 low-income an at-risk in and out of school youth ages 16-24. All youth successfully completed job-readiness training, career assessments - Employment 101 and NOCTI 21 Century Assessment. All youth completed the work-based learning experiences. All youth received Case Management services. Youth were reconnected with their education and career goals. 80% were hired in non-subsidized employment.
2028 – 2019 – **Steans Family Foundation's – North Chicago Community High School Youth Summer Opportunities Programs.** Served 47 students ages 16- 18 and NCCHS alumni ages 19-24 in providing job-readiness training, life skills training, in-district internships in early-childhood education, and internships in healthcare with the Zion Cancer Treatment Centers of America and Vista Medical East Hospital in Waukegan. Participants worked up to 30 hours per week for 6-7 weeks and were paid a wage stipend of $7.75 - $12.00. Four of the alumni received tuition and room & board supportive services scholarships. There were 47 participants in this program and all successfully completed the program receiving certificates in Job-readiness training and for those who did there internships in early-childhood received a certificate in that area as well.
2018-2019 – **WIOA FY19 Youth Program** Grant funded through Lake County Workforce. Served 16 youth ages 16-24 using a Comprehensive Career Pathway Program Model with focus on two career pathways in Horticulture and Culinary. All youth completed the TABE test, Job-readiness Training, Skills assessment and received a Microsoft Boot Camp credential through the College of Lake County. Five youth complete their Introduction to Horticulture class at CLC and received two college credits. All you received ongoing Case Management support services and IEP's were developed by for each youth. In additional the youth accomplished 240 hours in work-based learning experience with approved WIOA career pathway employers.
2018 – 2019 - **– FY 2019 CYEP Program Youth Job-Readiness Transition to Work** Grant funded through IDHS. Served 75 low-income an at-risk in and out of school youth ages 16-24. All youth successfully completed job-readiness training, career assessments - Employment 101 and NOCTI 21 Century Assessment. All youth completed the work-based learning experiences. All youth received Case Management services. Youth were reconnected with their education and career goals. 80% were hired in non-subsidized employment.

2019-2020 – **WIOA FY20 Extended Youth Program – In Progress** Grant funded through Lake County Workforce. Currently serving 25 (16 carry-overs from previous year and 9 nine new youth) youth ages 16-24 using a Occupational Training program model which is being delivered through a Workforce Development authorized ITA (Individual Training Account). All youth have completed the TABE test, Job-readiness Training, Skills assessment and received a Microsoft Boot Camp credential through the College of Lake County. Four of our youth are currently attending the State Career College and working on their CNA certification. Another youth is enrolled at the College of Lake County in their Business Administration class. Another one of our youth obtained her GED in January 2020. All youth receive ongoing Case Management support services and IEP's were developed by for each youth. In additional the new youth are in the process of completing 180 hours in work-based learning experience with approved WIOA career pathway employers.
2019 – 2020 - **– FY 2020 CYEP Program - Program in Progress** **Youth Job-Readiness Transition to Work** Grant funded through IDHS. Serving 75 low-income an at-risk in and out of school youth ages 16-24. All youth successfully completed job-readiness training, career assessments - Employment 101 and NOCTI 21 Century Assessment. All youth completed the work-based learning experiences. All youth received Case Management services. Youth were reconnected with their education and career goals. 80% were hired in non-subsidized employment.

Employee Connections, Inc., NFP

A Not-For-Profit Training & Staffing Agency

Policy Date: Revised February 11, 2010
Policy #: EC-06
Policy Name: Employee Confidentiality Statement

The nature of services provided by Employee Connections, Inc., NFP requires that information be handled in a private, confidential manner.

Information about our business or our employees or clients will not be released to people or agencies outside the Company without our written consent. All memoranda, notes, reports, or other documents will remain part of the Company's confidential records, especially client lists, marketing data, strategic plans, etc.

Personal or identifying information about our employees (such as names, addresses, phone numbers, or salaries) will not be released to people not authorized by the nature of their duties to receive such information, without the consent of management and the employee.

As a full or part time employee, temporary staff, consultant, contractor, or subcontractor staff working for or on the behalf of Employee Connections, Inc., NFP, in the office, off site or with client I will protect the confidentiality of all information identifiable to a client, business and or private person that is collected in the conduct of my work.

By signing this statement, I agree to abide by this Confidentiality Agreement. I also acknowledge that I understand the rules surrounding the protection of confidential information pertinent to Employee Connections, Inc., NFP, and that unauthorized disclosure of such information will be grounds for termination and subject to possible legal discourse.

Full Legal Name (please print): ___________________________________

______________________________________ ______________________

Signature Date

Manager/Witness:______________________________/ Date__________

Employee Connections, Inc., NFP™

A 501 (C) (3) Not-For-Profit Employment Education & Training Agency

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Policy Date: Revised April 2017

Policy #: EC-01

Policy Name: Employment Agreement

Terms of Employment:

- Employees must show proof of being a US citizen (social security card, drivers license, state I.D.)
- All information provided by employee on employment application regarding employment history, experience, residence, legal status, education, experience and applicable certifications must be of high integrity. Providing false information may or can result in immediate termination.
- Part-time and Temporary workers do not receive benefits.
- All full-time, part-time and temporary staff workers who work assignments where children are involved will be subject to a criminal back ground check.

Duties/Performance:

Employees and/or trainee-workers through subsidized/non-subsidized employment programs will be expected to perform all duties as reference in their job assignment

Dress Code:

- Business dress attire is required of all employees in the office, in the presence of customers and clients and at all company and client meetings, conferences, programs and events.
  - No flip flop shoes (only exception would be for medical purposes – must have a pair of business attire shoes on hand at all times)
  - No jeans
  - No exposed body piercing (nose, lip, chin or on the face)
  - No excessive and or inappropriate jewelry
  - No spandex
  - No sagging of pants

- Business casual dress attire is acceptable on Friday's **<u>in the office only</u>** and not with clients nor while representing the company with a client or at client events.

Work Week Schedule:

- Normal work week is Monday through Thursday from 9:00am to 5:00pm
- Weekends can be part of the workweek as well. When client events and programs are schedule on weekends, employees will receive sufficient notice and be designated to work in their perspective roles.
- Flexi- hours and alternative work schedules are permissible upon prior approval of the office management and or temporary staff worker's site supervisor.

2504 Washington Street- Suite 602, Waukegan, IL 60085 – (847) 360-7177
www.myemployeeconnections.com

Employee Connections, Inc., NFP™

A 501 (C) (3) Not-For-Profit Employment Education & Training Agency

Policy Date: Revised April 2017

Policy #: EC-01

Policy Name: Employment Agreement

Plausible Causes for Termination or Ending of Job Assignment:

- Consistent Absenteeism and Tardiness
- Criminal Activity
- Falsifying Employment Application
- Under the influence of drugs or alcohol during working hours and in the office
- Known drug use
- Inadequate Job Performance
- Inappropriate Conduct
- Insubordination
- Job Negligence
- Resignation
- Slander
- Theft
- Unauthorized release of Company's Confidential Information

Terms of Agreement:

Signing of this agreement implies that you understand and have read all of the aforementioned items referenced in this agreement and that you agree to adhere to them.

Employee's Signature: ________________________________ Date: ______________

Employee's Name (Printed): ________________________________ Date: ______________

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Employee Connections, Inc., NFP

A Not-For-Profit Training & Staffing Agency

Policy Date: January 2017
Policy #: EC-08
Policy Name: Youth/Young Adult Program Stipend Policy

This policy is to be used as a guideline in administering stipends to all approved eligible program participants. The purpose of the stipend is to recognize the milestones that a youth/young adult program participant has achieved in alignment with the criteria and outcomes of the program.

Approvals:

All milestone stipends must be accompanied by the appropriate recommendations from the appropriate instructors, reviewed and approved by the Executive Director prior to being paid.

Eligible Program Participants:

Youth/Young Adults ages 16-24 who are fully enrolled in an Employee Connections' youth employment program.

Non-Eligible Participants:

Staff and Employees are not eligible for program stipends.

Duration:

The duration of distribution of program stipends are year-round and program specific.

Programs and Milestone Stipends:

Milestone Category	Requirement	Stipend Amount	Payment
Job-Readiness Pre-Employment Training	Must complete all training including: ▪ Employment 101 ▪ All Passport assigned topics	$100	To be paid after participant has completed training and by the receipt of the first work-based learning paycheck
Educational	Must be an approved program class or workshop	▪ $100 per class ▪ Additional $50 for perfect attendance and class participation as confirmed by the teacher.	▪ To be paid after grades are received from the educational institution. ▪ To be paid after receipt of teacher's recommendation.
Work-based Learning	Must be an approved program worksite. Must have a perfect attendance record during the work-based learning period of the program	$100	To be paid after receipt of evaluation from worksite-supervisor and reviewed by both worksite supervisor and the appropriate program Case Manager

Employee Connections, Inc., NFP™

A Not-For-Profit Employment Education & Training Agency

Fiscal Policies and Procedures
Table of Contents
Updated: November 2, 2019

Employee Connections, Inc., NFP™

A Not-For-Profit Employment Education & Training Agency

Introduction:

This procedure l has been prepared to document the internal fiscal procedures for Employee Connections, Inc., NFP. Its purpose is to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship.

All personnel with a role in the management of fiscal operations are expected to uphold the policies in this manual. It is the intention of Employee Connections that this accounting procedure serves as our commitment to proper, accurate financial management and reporting.

Employee Connections, Inc., NFP™

A Not-For-Profit Employment Education & Training Agency

Division of Duties:

The following is a list of personnel who have responsibilities within the fiscal management of the agency:

Executive Director/CEO:
1. Reviews and approves all financial reports.
2. Reviews and approves annual budget.
3. Reviews the payroll register summary for the correct payee, hours worked and check amount.
4. Reviews all vouchers and invoices for those checks which require his or her signature.
5. Reviews and approves all contracts for goods and services.
6. Authorizes all inter fund transfers.
7. Approves all reimbursements.
8. Manages the assets accounts.
9. Reviews all bank reconciliations.
10. Reviews and approves list of pending check disbursements.
11. Reviews all vouchers and invoices for those checks which require his or her signature.
12. Develops first draft of department budgets and works with the Fiscal Manager/Vice President
13. Accountability to approved departmental budgets in purchasing decisions and in preparing check request vouchers.

Fiscal Manager:
1. With the Vice President and with input from the Executive Director/CEO develops the annual budget.
2. With the Executive Director/CEO reviews the prepared financial reports generated through the agency's CPA and accounting services firm including requests for loans and reimbursements.
3. Executive Director/CEO to finalize.

Office Manager:
1. Processes the payroll, including payroll tax returns.
2. Manages the petty cash fund.
3. Processes all receipts and disbursements.
4. Maintains and reconciles the general ledger monthly.
5. Reconciles the bank accounts.
6. Reconciles the statement of credit card deposits and service charges.
7. Double checks all reimbursement requests against receipts provided.
8. Prepares cash receipt log.
9. Processes credit card payments for member dues and conference registration fees.
10. Purchases equipment with the prior approval of the Executive Director/CEO

CPA Accounting Services Firm:
1. Prepares all financial reports (Profit and Loss, Cash Flow, Balance Sheets etc.)
2. Generates bi-weekly payroll for agency's program participants and staff
3. Conducts annual audit

Designated Board Members (Currently the Chair, Vice Chair, and Treasurer):
1. Fund Development projects.
2. Review of all annual budgets
3. Review of all audits
4. Provide advice on fund development projects

Office Manager:
1. Receives and opens all incoming mail, ***except the*** bank statements.
2. Mails all checks for payments.
3. Orders office supplies and processes credit card payments for supplies.

Employee Connections, Inc., NFP™

A Not-For-Profit Employment Education & Training Agency

Cash Receipts Procedures:

1. The Office Manager receives all incoming mail.
2. All checks received by the Office Manager should be recorded on a cash receipts log which states the department to which the income is attributed, and stamped for deposit only. The Office Manager then makes two copies of the check with one copy forwarded to the Executive Director and the other copy to the responsible department. A copy of the cash receipts log will be given to the Executive Director on a weekly basis.
3. Next, the Office Manager prepares a deposit slip and deposits the funds into the appropriate checking or savings account. The validated deposit slip should be attached to the Executive Director's cash receipts log and filed. All check copies should be filed according to month received.
4. No deposit should be locked in the file cabinet for more than 24 hours. If the funds are mailed to the bank, the Office Manager should indicate the date mailed and received on the cash receipts log. The Office Manager should make a copy of each check mailed and file them in a separate file folder.

Funds Received by Direct Deposit:

1. The Executive Director will receive notice from the grantee that funds have been issued and payable on a specific date.
2. Funds will be directly deposited in the agency's checking account.
3. All direct deposits received will be recorded on the agency's monthly and quarterly financial statements referencing the grant funding source.

Employee Connections, Inc., NFP™

A Not-For-Profit Employment Education & Training Agency

Cash Disbursements Procedures:

1. Incoming invoices will be logged in by the Office Manager and delivered to the responsible staff person for his/her approval and to prepare a check request voucher prior to disbursement dates. The staff person responsible for ordering the product or service will check the validity of the invoice against proposals/bids, etc. and work accomplished/delivered and prepares a check request voucher prior to disbursement dates. Twice monthly conjunction with the bi-weekly payroll pay period cycles) cash disbursements should be prepared by the Office Manager for signature by Executive Director/CEO.

2. A check request voucher should then be completed by the purchasing staff person and attached to the original vendor invoice, and/or any other supporting documentation. After inputting all the check requests, the Office Manager will prepare a master list of all checks to be paid for approval by the Executive Director/CEO.

3. The Office Manager should then run an aging accounts payable, which is generated by the accounting software. A total of the disbursements to be paid will be recorded on the form and sent to the Executive Director for approval, along with the current balance in any and all cash accounts. Once the amount to be disbursed has been received, the Executive Director/CEO will print the checks from the computer system – for non- payroll disbursements. The checks should be attached to the invoice, and other supporting documentation, being paid and submitted for signatures.

   A check register should be run and filed together with the disbursement transmittal form.

4. The Executive Director/CEO and/or, Vice President signs each check. They will double check the check request. This approval is to ensure the account and grant/project is charged to the correct expense and line item. All checks must be signed by the Executive Director/CEO.

5. All checks will be mailed as soon as this process is completed. Supporting documentation should be filed by the Office Manager in appropriate vendor files.

6. The Office Manager will utilize the paid invoice files to respond to any discrepancies which arise with vendors or other payees.

7. Once monthly, the Office manager will check the invoice log to determine if there are any outstanding invoices which have not yet been paid. If so, the Office Manager will investigate the nonpayment of these invoices.

Cash Flow:

Employee Connections is to maintain a minimum of ten percent (10%) of the operating budget between its operating and checking or savings bank accounts at all times.

In the event that balances fall below that amount the Executive Direction/CEO and Treasurer should be notified immediately.

To maintain the proper cash flow, during times when reimbursement funds are delayed, the agency will:
1. Use its business line of credit or,
2. Acquire a temporary loan.

Employee Connections, Inc., NFP™

A Not-For-Profit Employment Education & Training Agency

Reconciliations:

Bank Reconciliations:

1. Bank statements are to be received electronically by Executive Director/CEO.
2. The Executive Director forwards copies of the bank statements to the Office Manager and CPA Accounting Services firm. The receiving parties should review the contents for inconsistent check numbers, signatures, cash balances and payees and endorsements at a minimum.
3. The reviewed bank statement should then be forwarded to the Office Manager and CPA Accounting Services firm (an individual without check signing rights) to reconcile the bank accounts using the approved reconciliation form.
4. The person charged with this responsibility should reconcile each account promptly upon receipt of the bank statements. All accounts will be reconciled no later than 7 days after receipt of the monthly bank statements. In the event it is not possible to reconcile the bank statements in this period of time, the Executive Director should be notified by a written memo from the Office Manager.
5. When reconciling the bank accounts, the following items should be included in the procedures:
   a. A comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal.
   b. A comparison of inter-organization bank transfers to be certain that both sides of the transactions have been recorded on the books.
   c. An investigation of items rejected by the bank, i.e., returned checks or deposits.
   d. A comparison of direct deposit dates received with dates sent.
   e. A comparison of canceled checks with the check register or disbursement journal as to check number, Payee and amount.
   f. An accounting for the sequence of checks both from month to month and within a month.
   Copies of the completed bank reconciliations will be forwarded to the Executive Director and Office Manager for their review.

Petty Cash Fund:

1. The petty cash fund should never exceed $100.00.
2. The Office Manager is the custodian of the petty cash fund.
3. A single disbursement from petty cash shall never exceed $50.00. This can be a Visa Card for program expenditures only.
4. The petty cash fund shall be operated on an impress basis. This means that when it is time to replenish the petty cash fund, the Office Manager shall total out the expenses made and identify those expenses by general ledger account number. When the check request is submitted for payment it should indicate the total amount needed to bring the fund back up to $100.00.

   Also, the check request should breakdown the various expense accounts being charged and the amount charged to each. The recipient of the petty cash funds must sign the sheet to indicate receipt of the funds. The paid receipt should be attached to the sheet. All paid information should remain in the locked petty cash box until it is time to replenish the fund. At that time, the Petty Cash Fund Reconciliation Sheet and associated receipts are attached to the check request voucher. The petty cash box is to be locked at all times when the Fiscal Manager is not disbursing or replenishing the fund. The locked petty cash box is to be kept in the locked file cabinets within the finance office.

Purchases:

General Purchases:

1. When the normal cash disbursement procedure of invoice, etc., is not appropriate, (i.e., postage, petty cash, etc.) a check request should be completed and forwarded with any order form or other documentation to the President or Vice President for approval. If the check is made out to either the Vice President or President, that individual cannot approve the check request voucher.
2. Approved check requests should be sent to the Executive Director/CEO for payment. In the absence of backup materials, receipts for the purchase must be provided to the Office Manager for attachment to the check request within two weeks from the check date.
3. Credit Card Purchases - Only the Executive Director/CEO and Office Manager carry corporate credit cards in his or her name. Authorized uses of the credit card are limited to payment of expenditures for agency approved business only (meetings, lodging, meals, office supplies, transportation). Receipts are required for all expenditures to be reimbursed. All expenses are to be record and submitted on an expense report on a weekly basis.
4. Unauthorized expenses will not be reimbursed.
5. For all major expenditures $5,000 and over, such as equipment, computers, furniture, audit services, printing services, etc., three bids must be obtained before a purchasing decision is made. All bids, including phone quotes, must be recorded and kept on file.

Grant Fund Purchases:

1. All grant fund purchases must be allowable purchases as designated with in the grant.
2. Non-allowable items cannot be purchased with grant funds
3. All grant fund allowable purchases must have prior approval by the Executive Director/CEO

Consultants and Contracts:

Contracts with consultants will include rate and schedule of pay, deliverables, time frame, and other information such as work plan, etc. Justification for payment should be submitted to file. Contracts for purchasing products or services, similar to a purchase order, should be created and maintained for the file whenever appropriate. All contracts must be approved by the Executive Director/CEO.

Fixed Asset Management:

1. A permanent property log or database is to be maintained by the Office Manager for all fixed assets purchased by Employee Connections. The log should contain the following information:
   a. Date of purchase
   b. Description of item purchased received by donation or purchased
   c. Cost or fair market value on the date receipt
   d. Donor or funding source, if applicable
   e. Funding source restrictions on use or disposition
   f. Identification/serial number (if appropriate)
   g. Depreciation period
   h. Vendor name and address
   i. Warranty period
   j. Inventory tag number (all fixed assets should be tagged with a unique identifying number).

2. An annual physical inspection and inventory should be taken of all fixed assets and reconciled to the general ledger balances by December 31st of each year.

Employee Connections, Inc., NFP™

A Not-For-Profit Employment Education & Training Agency

Payroll:

1. The Office Manager is charged with the responsibility of maintaining personnel files on staff persons.
2. Each personnel file should contain the following information, at a minimum.
   a. Employment application or resume
   b. A record of background investigation date of employment position, pay rates and changes therein authorization of payroll deductions earnings records for non-active employees
   c. W-4 Form, withholding authorization
   d. I-9 Immigration Form termination data, when applicable
   e. All personnel records are to be kept locked in a locking file cabinet in the Fiscal Managers office. Access to these files other than by the Fiscal Manager, Executive Director or the auditor should be requested in writing to the Executive Director.

Payroll Preparation and Timekeeping:

1. Timesheets are to be prepared by all program participants and employer worksites and submitted bi-weekly.
2. Exempt Staff's time is submitted to payroll bi-weekly
3. For non-exempt staff hours, timesheets are submitted bi-weekly.
4. Timesheets are to include specific time spent on each grant/project.
5. Timesheets are to be signed by the staff person and his/her supervisor.
6. All approved timesheets should be submitted to the Office Manager, who will verify the hours worked against his/her record.
7. The Office Manager should review the payroll summary page of the payroll service report for inappropriate payees or unusual hours.
8. Paychecks are generated by direct deposit to the employees' financial institution on payday.

Financial Reporting:

Monthly & Quarterly Reports:

The agency's CPA accounting services firm should prepare a set of monthly and quarterly financial reports for distribution to the Executive Director Vice-President and Board of Directors. The reports should include:
1. A balance sheet and a statement of income and expenses for each department (operating, project);
2. A consolidated balance sheet and consolidated income and expense report which show all departments combined;
3. A budget-to-actual report for all accounts included in the annual operating budget;
4. A list of deferred and receivable funds, and
5. A cash flow projection.

The monthly statements should be reviewed by the Executive Director prior to distribution to the Treasurer for initial comments. The monthly statements will be finalized by the conclusion of the month following the statement period.

Year-End Report/Audit:

At fiscal year-end, a year end Audit report should be prepared summarizing the total income and expense activity for the year. A balance sheet should be prepared as of December 31and should be attached to the income and expense report. This report will be initially reviewed by the Executive Director, Vice-President and the entire Board of Directors.

An independent auditor will conduct a fiscal audit between March and July of each fiscal year.

Grant Compliance:

1. When a new grant is received or renewed, a copy of the executed grant must be forwarded to the Office Manager and Fiscal Manager.
2. The Office Manager should set up a permanent file for the grant and maintain the contract along with any other financial correspondence regarding the grant.
3. It is the responsibility of the Executive Director/CEO and Fiscal Manager to review the grant contract.
4. It is a policy of Employee Connections to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, Employee Connections employees are expected to bring to the attention of management, any instances of non-compliance.
5. When Employee Connections is expending federal funds, prior written approval from the funder agency is required for the purchase of:
    a. All grant allowable purchases
    b. Capital expenditures for land or buildings
    c. Insurance and indemnification expenses
    d. Pre-award costs
    e. Public information service costs
    f. Publication and printing costs
    g. Rearrangement and alteration costs

6. Federal and/or State funds received in advance will be deposited into an interest bearing account.

Employee Connections, Inc., NFP™

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Fiscal Policy Statements:

1. Employee paychecks and/or personal checks will not be cashed through the petty cash Fund.
2. No unauthorized salary advances will be made. The possible exception would be that of a hardship case. In the case of a hardship case, a salary advance will be reviewed by the Executive Director/CEO for possible consideration with the expectation of such salary advancement being adjusted in the employee's pay for future pay periods to make up for the advancement.
3. No travel cash advances will be made except under special conditions and preapproved by the Executive Director.
4. Reimbursements will be paid upon full expense reporting using the official Employee Connections reimbursement form.
5. It is the policy of Employee Connections to reimburse out of pocket expenses only when supporting documentation has been presented for approved costs incurred.
6. It is the policy of Employee Connections to establish pay rates which equal or surpass the federal minimum wage.
7. It is the goal of Employee Connections to maintain a minimum of ten percent (10%) of the operating budget between its operating and savings bank accounts at all times. In the event that balances fall below that amount the Executive Director and Treasurer should be notified immediately.
8. All funds received for each project will be segregated into separate project accounts in the general ledger to avoid any possibility of commingling project monies with general operating funds.
9. A full computerized ledger accounting system will be maintained.
10. Bank statements will be reconciled monthly in order to account for any outstanding or lost checks.
11. Expense reports will be maintained which will disclose the nature of expenses, and the dates incurred.
12. Separate files will be maintained for each bank account and each vendor. Files will be kept separately for each fiscal year.
13. The services of a Certified Public Accountant will be engaged to prepare a formal financial audit of the Employee Connections fiscal year-end.

Annual Meeting:

During each annual meeting, the Board of Directors shall review the current operating procedures, all active programs and funded projects and review of resumes for replacement of retired Board Members.

Computer System Backup Procedures:

1. All accounting systems are backed up automatically in the company's onsite server at the close of business each day. The server backup system is on a 24-hour maintenance call.
2. The IT Manager is responsible for maintenance checks to the system.

Employee Connections, Inc., NFP

A 501 (C) (3) Not-For-Profit Employment Education and Training Agency

Personally Identifiable Information Policy

Policy Date: April 2019
Policy # EC10
Policy Name: PII Policy

Statement

It is the policy of Employee Connections to protect personally identifiable information (PII) of it's employees, and volunteers. The electronic restrictions and safeguards outlined in this policy provide guidance for employees, contractors and volunteers that have access to PII retained by the Employee Connections to ensure compliance with State and Federal regulations.

Definitions

Personally Identifiable Information (PII) is any information pertaining to an individual that can be used to distinguish or trace a person's identity. Some information that is considered PII is available in public sources such as telephone books, public websites, etc. This type of information is considered to be Public PII and includes:

1. First and Last name
2. Address
3. Work telephone number
4. Work e-mail address
5. Home telephone number
6. General educational credentials
7. Photos and video

In contrast, Protected PII is defined as any one or more of types of information including, but not limited to:

1. Social security number
2. Username and password
3. Passport number
4. Credit card number
5. Clearances
6. Banking information
7. Biometrics
8. Data and place of birth
9. Mother's maiden name
10. Criminal, medical and financial records
11. Educational transcripts
12. Photos and video including any of the above

Procedures:

This section provides guidelines on how to maintain and discard PII. If current procedures fall outside this policy or questions arise please contact our Office Manager to suggest more efficient procedures for protecting PII. All electronic files that contain Protected PII will reside within a protected information system location. All physical files that contain Protected PII will reside within a locked file cabinet or room when not being actively viewed or modified. Protected PII is not to be downloaded to personal or organization owned employee, volunteer, or contractor workstations or mobile devices (such as laptops, personal digital assistants, mobile phones, tablets or removable media). PII will also not be sent through any form of insecure electronic communication E.g. E-mail or instant messaging systems. Significant security risks emerge when PII is transferred from a secure location to a less secure location or is disposed of improperly. When disposing of PII the physical or electronic file should be shredded or securely deleted.

Incident Reporting:

The Office Manager must be informed of a real or suspected disclosure of Protected PII data within 24 hours after discovery. E.g. Misplacing a paper report, loss of a laptop, mobile device, or removable media containing PII, accidental email of PII, possible virus, or malware infection or a computer containing PII.

Enforcement:

An employee found to be in violation of this policy may be subject to disciplinary action as deemed appropriate based on the facts and circumstances giving rise to the violation.

Records Disposal:

Records containing personal data are to be disposed of so at to prevent inadvertent compromise of data. Paper records are disposed of by shredding or other method approved of by the National Institute of Standards and Technology. The disposal method will render all personal data unrecognizable and beyond reconstruction.

Policy Approved By:

Cynthia R. Harris

Cynthia R. Harris
Executive Director

Employee Connections, Inc., NFP™

A 501 (C) (3) Not-For-Profit Employment Education and Training Agency

Whistleblower Protection Policy – EC11

Effective Date June 1, 2019

This Whistleblower Policy is a critical tool for protecting individuals who report activities believed to be illegal, dishonest, unethical, or otherwise improper. This organization will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Executive Director/Human Resources Representative immediately. The following is a brief outline of this policy:

I. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

II. Whistleblower protections are provided in two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

III. Individuals protected include a. the employee, or a person acting on behalf of the employee, who reports to a public body or is about to report to a public body a matter of public concern; or b. the employee who participates in a court action, an investigation, a hearing, or an inquiry held by a public body on a matter of public concern.

IV. The organization may not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment.

V. The organization may not disqualify an employee or other person who brings a matter of public concern, or participates in a proceeding connected with a matter of public concern, before a public body or court, because of the report or participation, from eligibility to bid on contracts with the organization; receive land under a district ordinance; or receive another right, privilege, or benefit.

VI. The provisions of this policy do not:
   a. Require the organization to compensate an employee for participation in a court action or in an investigation, hearing, or inquiry by a public body;
   b. Prohibit the organization from compensating an employee for participation in a court action or in an investigation, hearing, or inquiry by a public body;
   c. Authorize the disclosure of information that is legally required to be kept confidential; or
   d. Diminish or impair the rights of an employee under a collective bargaining agreement.

VII. Limitation to Protections:
   a. A person is not entitled to the protections under this policy unless he or she reasonably believes that the information reported is, or is about to become, a matter of public concern; and reports the information in good faith.
   b. A person is entitled to the protections under this policy only if the matter of public concern is not the result of conduct by the individual seeking protection, unless it is the result of conduct by the person that was required by his or her employer.
   c. Before an employee initiates a report to a public body on a matter of public concern under this policy, the employee shall submit a written report concerning the matter to the organization's chief executive officer. However, the employee is not required to submit a written report if he or she believes with reasonable certainty that the activity, policy, or practice is already known to the chief executive officer; or that an emergency is involved.

VIII. Relief and penalties a. A person who alleges a violation of this policy may bring a civil action and the court may grant appropriate relief. b. A person who violates or attempts to violate this policy is also liable for a civil fine of not more than ten thousand dollars ($10,000.00).

Employee Connections, Inc., NFP™

A 501 (C) (3) Not-For-Profit Employment Education and Training Agency

Whistleblower Protection Policy – EC11

Effective Date June 1, 2019

Procedures:

1. Employee Connections has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak the Executive Director. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Executive Director. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the organization's Compliance Officer.

2. If an employee has knowledge of or a concern of illegal or dishonest/fraudulent activity, the employee is to contact his/her immediate supervisor or the Human Resources Director. All reports or concerns of illegal and dishonest activities will be promptly submitted by the receiving supervisor to the Executive Director and/or Human Resources Director, who is responsible for investigating and coordinating any necessary corrective action.

3. The whistleblower is not responsible for investigating the alleged illegal or dishonest activity, or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

4. Examples of illegal or dishonest activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action.

Supplemental Information Definitions:

1. "Whistleblower" is defined by this policy as an employee who reports, to one or more of the parties specified in this policy, an activity that he/she considers to be illegal, dishonest, unethical, or otherwise improper by law.

2. "Employee," or "public employee," means a person who performs a service for wages or other remuneration under a contract of hire, written or oral, express or implied, for the district.

3. "Matter of public concern" means a. a violation of a state, federal, or municipal law, regulation, or ordinance; b. a danger to public health or safety; and/or c. gross mismanagement, substantial waste of funds, or a clear abuse of authority.

4. "Public body" includes an officer or agency of
   a. The federal government;
   b. The state;
   c. A political subdivision of the state including a municipality or a school district; and
   d. A public university in the state.

Employee Connections, Inc., NFP™

A 501 (C) (3) Not-For-Profit Employment Education and Training Agency

Conflict of Interest Policy

Effective Date: October 25, 2017

Revision Date: June 1, 2019

It is important that those who work with and for not-for-profit entities (NFPs) conduct themselves in an ethical and transparent manner. The decisions and actions of the leadership of an NFP can have a direct and significant impact on the reputation of the NFP with its supporters and the general public. This policy will be used to address potential conflicts of interest with employees and board members

Purpose of Policy:

This conflict of interest policy is designed to help directors, officers, and employees of Employee Connections identify situations that present potential conflicts of interest and to provide Employee Connections with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, officer, or employee has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in federal or state law, the law shall control. All capitalized terms are defined in Part 2 of this policy.

1. Conflict of Interest Defined:

For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

a. Outside Interests.
   - i. An Agreement or Transaction between the organization and a Responsible Person or Family Member.
   - ii. An Agreement or Transaction between the organization and an entity in which a Responsible Person or family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.

b. Outside Activities.
   - i. A Responsible Person competing with the organization in the rendering of services or in any other Agreement or Transaction with a third party.
   - ii. A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with the in the provision of services or in any other Agreement or Transaction with a third party.

c. Gifts, Gratuities and Entertainment.
   - i. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that: does or is seeking to do business with, or is a competitor of the organization; or
   - ii. Has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from organization;
   - iii. Is a charitable organization; under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of the organization.

2. Definitions:

a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.

b. A "Responsible Person" is any person serving as an officer, employee, or member of the board of directors of the organization.

c. A "Family Member" is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.

d. A "Material Financial Interest" in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. (The board may wish to establish an amount that it would consider to be a "material financial interest.")

e. An "Agreement or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, or the establishment of any other type of pecuniary relationship by the organization. The making of a gift to the organization is not an Agreement or Transaction within the meaning of this document.

Employee Connections, Inc., NFP™

A 501 (C) (3) Not-For-Profit Employment Education and Training Agency

Conflict of Interest Policy

Effective Date: October 25, 2017

Revision Date: June 1, 2019

3. Procedures:

a. Before board or committee action on and Agreement or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.

b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

d. A person who has a Conflict of Interest with respect to an Agreement or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Agreement or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the board of directors of this organization has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the board of directors.

e. Responsible Persons who are not members of the board of directors of this organization or who have a Conflict of Interest with respect to an Agreement or Transaction that is not the subject of board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to an Agreement or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect this organization participation in such Agreement or Transaction.

f. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

4. **Confidentiality**:

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of this organization Furthermore, a Responsible Person shall not disclose or use information relating to the business of this organization for the personal profit or advantage of the Responsible Person or a Family Member or the Responsible Person's company.

5. Review of Policy.

a. Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.

b. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to a not-for-profit organization, or ownership of a business that might provide goods or services to this organization. Each Responsible Person should also disclose to the board of directors any potential Conflict of Interest that may arise during the course of the year between the submission of annual disclosure forms. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

c. This policy shall be reviewed annually by each member of the board of directors. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Attachment ZD

EMPLOYEE CONNECTIONS INC.

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

TOGETHER WITH INDEPENDENT AUDITOR'S REPORT

EMPLOYEE CONNECTIONS INC., NFP (NMPRAC)

TABLE OF CONTENTS

motosho & ssociates Certified Public Accountants, LLC

Audit, Taxes, Accounting Services
Personal & Business Consultants
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INDEPENDENT AUDITOR'S REPORT

To The Board of Directors
Employee Connection Inc.

Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Employee Connections Inc. a not-for-profit corporation, which comprise the consolidated statement of financial position as of December 31, 2018, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standard* issued by the Comptroller General of the United States.

Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of Employee Connections Inc., NFP a not-for-profit corporation, as of December 31, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Reporting required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated August 5, 2019, on our consideration of Employee Connections, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Chatosky & Associates CPAs, LLC

Chicago, Illinois
August 5, 2019

EMPLOYEE CONNECTIONS INC.
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2018

ASSETS:		**2018**
Current Assets:		
Cash and Cash Equivalents	$	47,361
Accounts Receivable		-
Pre-Paid Expenses		-
Total Current Assets		47,361
Fixed Assets:		
Computer		6,680
Accumulated depreciation		(5,866)
Total Fixed Assets		814
Total Assets	$	48,175
LIABILITIES AND NET ASSETS:		
Other Current Liabilities:		
Payroll Liabilities		10,604
Loan from Officer		30,000
Total Other Current Liabilities		40,604
Total Current Liabilities		40,604
Total Liabilities		40,604
Net Assets		
Without Donor Restrictions		7,571
Total Net Assets		7,571
Total Liabilities and Net Assets	$	48,175

See accompanying notes to financial statements

EMPLOYEE CONNECTION INC.
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2018

	WITHOUT DONOR RESTRICTION	WITH DONOR RESTRICTION	2018 Total
REVENUE/SUPPORT			
Foundation and Grants	$ -	$ 418,379	$ 418,379
Individual and Business Contributions	22,637	-	22,637
Interest Income	3	-	3
Fundraising	3,496	-	3,496
Total Revenue/Support	26,136	418,379	444,515
Support provided by expiring time and purpose restrictions	418,379	(418,379)	-
Total revenue, grants, and support	444,515	-	444,515
EXPENSES			
Program Expenses	443,959	-	443,959
Supporting Services Expenses	27,619	-	27,619
TOTAL EXPENSES	471,578	-	471,578
Change in Net Assets Surplus (Deficit)	(27,063)	-	$ (27,063)
Net Asset, beginning of year	34,634		34,634
Net Assets, end of year	$ 7,571	-	$ 7,571

See accompanying notes to financial statements

EMPLOYEE CONNECTIONS INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2018

		2018
Cash flows from operating activities		
Excess (Deficit) of Revenue/Support over Expenses	$	(27,063)
Adjustments to reconcile Excess of Revenue/Support over Expenses to net cash provided by operations:		
Depreciation		714
Increase (Decrease) in Accounts Receivable		-
Increase (Decrease) in Pre-Paid Expenses		-
Increase (Decrease) in Accounts Payable		-
Increase (Decrease) in Other Current Liabilities		7,416
Increase (Decrease) in Deferred Revenue		-
Net cash provided by operating activities		(18,933)
Cash flows from investing activities		
Fixed Asset Acquisition		-
Net cash provided (used) by investing activities		-
Cash flows from financing activities		
Proceeds(Repayment) from Loans		30,000
Net cash provided by operating activities		30,000
Cash and cash equivalents at beginning of year		36,294
Cash and cash equivalents at end of year	$	47,361
SUPPLEMENTAL DISCLOSURE		
Interest Expense Paid During the Period	$	-

See accompanying notes to financial statements

EMPLOYEE CONNECTIONS INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018

	Program Services				Supporting Services			Total Program and Supporting Services Expenses
	CYEP	WIOA	CAP-CSBG	Total	Management & General	Fund Raising	Total	2018
Salaries and Wages	130,815	21,833	27,545	180,193	-	-	-	180,193
Payroll Taxes	38,713	4,648	-	43,361	-	-	-	43,361
Salaries and Wages - Grant	128,964		47,025	175,989				175,989
Accounting and Audit Fees	-	-	1,000	1,000	1,912	-	1,912	2,912
Contractual Expenses	5,995	-	-	5,995	-	-	-	5,995
Administration-Direct	-	-	-	-	16,271	-	16,271	16,271
Occupancy	4,637	-	3,280	7,917	8,722	-	8,722	16,639
Transportation	722	-	-	722	-		-	722
Supplies	3,038	-	542	3,580	-	-	-	3,580
Telephone and Telecommunications	1,727	-	-	1,727	-	-	-	1,727
Youth Stipend	-	1,300	100	1,400	-	-	-	1,400
Tution	-	2,400	-	2,400	-	-	-	2,400
Miscellaneous	17,373	150	2,152	19,675	-	-	-	19,675
Sub Total	331,984	30,331	81,644	443,959	26,905	-	26,905	470,864
Depreciation		-	-	-	714	-	-	714
Total Functional expenses:	331,984	30,331	81,644	443,959	27,619	-	26,905	471,579

See accompanying notes to financial statements

EMPLOYEE CONNECTION INC., NFP

NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED DECEMBER 31, 2018

NATURE OF OPERATION

Employee Connections Inc., NFP is an Illinois not-for-profit 501 (c) (3) organization, which was incorporated in the state of Illinois on September 8, 2008. The Employee Connections Inc., NFP is an employment education and training agency devoted to the training and development of candidates for gainful employment through a series of human resource skills training programs for youth, adults, both blue and white collar.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following significant accounting policies have been followed in the preparation of the financial statements.

(i) Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

(ii) Financial Statement Presentation

Updated Standards (SFAS) No. 117, is effective for annual financial statement issued for fiscal years beginning after December 15, 2017, and for interim periods within fiscal years beginning after December 15, 2018. Under the updated SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to two classes of net assets:

Net Assets Without Donor Restrictions- Net assets without donor restrictions are resources available to support operations. The only limits on the use of these net assets are the board limits resulting for the nature of the organization, the environment in which it operates, the purposes specified in its cooperate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.

(iii) Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to use estimates and assumptions that affect the carrying amounts of assets and liabilities and the reported amounts of revenues and expenses. Accordingly, actual results could differ from those estimates.

EMPLOYEE CONNECTIONS INC. NFP

NOTES TO FINANCIAL STATEMENTS (Continued)

FOR THE YEARS ENDED DECEMBER 31, 2018

(iv) Revenue Recognition

EMPLOYEE CONNECTIONS INC., NFP recognizes contract revenue from its contracts either on a pro-rata basis over a twelve (12) month period, which represents the service period for certain contracts, or to the extent of expenses. Revenue recognition depends on the contract.

The funding sources may at its discretion, request reimbursement for expenses or return of funds, or both, as a result of non-compliance by EMPLOYEE CONNECTIONS INC., NFP with the terms of the grants contracts.

EMPLOYEE CONNECTIONS INC., NFP received donated services from various volunteers. Volunteers have reflected no amount in the financial statements for donated services since they did not meet the criteria for financial statement recognition under the Statement of Financial Accounting Standards.

NOTE B - CASH AND CASH EQUIVALENT

Cash and cash equivalents consist of the following at years then ended December 31, 2018 :

	2018
Operating Account (Checking)	$ 47,360
	$ 47,360

EMPLOYEE CONNECTIONS INC. NFP maintains its cash balances in one financial institution located in Waukegan, Illinois. The Federal Deposit Insurance Company (F.D.I.C.) insures depositor's accounts up to $250, 000 in an institution. As of December 31, 2018, EMPLOYEE CONNECTIONS INC., NFP did not have cash in excess of FDIC Insurance coverage.

EMPLOYEE CONNECTIONS INC., NFP

NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED DECEMBER 31, 2018

NOTE C – RELATED PARTY TRANSACTION

Cynthia Harris CEO of Employee Connection agreed to loan the company Employee Connection $30,000 in July of 2018 to be paid in full to Cynthia Harris on September 30, 2019. If payment is not paid by September 30, 2019, monthly interest of 1% will accrue on the unpaid balance until paid in full including the accrued interest.

NOTE D - SINGLE AUDIT REQUIREMENTS

EMPLOYEE CONNECTIONS INC. is not required to have a single audit performed for the years ended December 31, 2018. According to the U.S. Office of Management and Budget Circular under the Uniform Guidance Audit Act Amendments 2014, Non-Federal entities that spend less than $750,000 a year in Federal awards are exempt from the Federal audit requirement. Consequently, EMPLOYEE CONNECTION INC. was not subject to the requirement.

SUPPLEMENTARY INFORMATION

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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To The Board of Directors
Employee Connections Inc., NFP

We have audited the financial statements of Institute of Employee Connections Inc., NFP (a not-for-profit Organization) for the years ended December 31, 2018, and have issued our report thereon dated August 5, 2019. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered Employee Connections Inc., NFP internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Employee Connections Inc., NFP internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of the Organization's financial statements that is more than inconsequential will not be prevented or detected by the Organization's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Organization's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FI NANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS (CONCLUDED)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Employee Connections Inc., NFP financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of management, the board of directors, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Onotah & Associates CPAs, LLC

Chicago, Illinois
August 5, 2019

Attachment ZE

Individual Employment Plan for Youth

All IEP's are to be documented in the youth's Case Management file. The IEP will be conducted with the Youth and Case Manager. The Case Manager is required to input all notes and information on the following categories in our online Case Management Tracking System. Progress reports will be generated, on each youth from this system:

The Purpose of an Individual Employment Plan:

1. To develop a road map that describes how youth gets from here to there.
2. To be used by both the youth and case manager as a tool to keep customer focused and on track. Measures progress of customer while in program.
3. Measures program effectiveness.

Youth Client:

1. Plan will be developed for a specific youth
2. Developed with the youth - youth agrees to the plan.
3. Based on the youth's identified skills gaps in relation to youth's employment goal.

Employment:

1. Plan leads to Employment
2. Describes what youth needs to accomplish in order to achieve their employment goal
3. Self Sufficiency

Plan:

1. Describes steps to be taken by the youth to achieve employment goal.
2. Plan is based on youth's assessed skills.
3. The plan should be the main topic of all discussions between youth and case manager.

Individualized Case Plan:

From the intake assessment, the Case Managers will develop an individualized case plan for each youth that will consist of the following:

- Youth's current educational needs
- Short and long term career educational plan
- Employment readiness training
- Short & long term career employment plan
- Determination of barriers to education & employment
- Plan for overcoming barriers
- Life skills that are needed

For youth that have been determined to need assistance in completing the high school education in obtaining their diploma or GED, through this proposed program, our program Case Managers will work with their community high school counselors and/or the College of Lake County's Adult Education Department to get them in an academic program that will assist them in obtaining one or the other. The Case Managers, along with our education partners, College of Lake County, State Career College and Lake County High Schools Technology Campus, will work with the youth to ensure a successful transition into a postsecondary education program of their choice.

Individual Employment Plan for Youth

Steps To Be Taken In Developing the IEP:

1. Assess youth's current skills.
2. Identify barriers
   a. Note: Barriers interfere with achieving employment goa
   b. Determine if our agency is able to address the customer's specific barriers
   c. Support Services - Referrals to other agencies
   d. Need to address barriers before continuing with their plan
3. Establish employment goal
4. Identify requirements a job seeker must possess to reach the employment goal.
5. Identify skills gap.
   a. Based on the skill requirement for the employment goal, determine what skills the youth are missing.
   b. Also, identify what skills does the youth possess
6. Establish Plan to fill skills gap.
   a. The plan should be specific and identify what the gaps are and what specific actions the youth will take to fill the gaps

Signature Contract Agreement for Plan:

1. The Youth and Case Manager sign the document signifying they both agree to this plan.
2. Must be clear on what the expectations are of both Youth and Case Manager.
3. Make sure that the Youth is very clear on what is expected of him/her.
4. Expectations are key.

Conduct a Skills Assessment Covering:

1. Employment History
2. Math and Reading Levels
3. Educational Achievement
4. Credentials
5. Physical Aptitudes
6. Personal Interest

Review of Employment History:

1. Identify skills and experience earned in previous employment
2. Identify transferable skills

Math, Reading and Language Comprehensive Testing:

Youth will be required to take a pre and post-TABE skills assessment test.

Individual Employment Plan for Youth

Education and Credentials:

Consider all types of education

1. High school
2. GED
3. College
4. Certificates
5. Apprenticeships
6. Other credentials

Physical Aptitude:

1. Dexterity
2. Lifting
3. Standing
4. Sitting
5. Used in Previous Work – History

Personal Interests:

Identify their person interests through:

1. Conversation.
2. Research Interests – Informational Interviews

Identify Employment Goals:

1. Self-sufficiency
   a. Employment that leads to self-sufficiency
   b. (Self) includes family and dependents
   c. Youth needs to understand what self-sufficiency means
2. Benefits
3. Career path
4. Achievable and available in local market – realistic expectations

Individual Employment Plan for Youth

Labor Market Information & Research:

1. Provide comprehensive labor market information taken from public and private sources, Illinois workNet™ Career Pathways and US Bureau of Statistics
2. Jobs may sound appealing – make sure that the youth fully researches the job
3. Conduct Informational interviews

Job Requirements Research:

1. Review employer skill requirements for this job with the youth.
2. Based on job postings, feedback from employers
3. Read job postings thoroughly
4. Conduct informational interviews
5. Make sure that the youth understand the job requirements

Ongoing Plan Management:

1. Keep in mind that the IEP is the centerpiece of all case management
2. The IEP should be discussed and reviewed during all counseling sessions with the youth
3. Review IEP with youth
4. Determine if the youth is on track with steps in IEP
5. Did youth achieve employment goal? If not, identify the reason for him/her not achieving their employment goal
6. Modify the plan where applicable