

~~January 5, 2017~~

Updated: February 21, 2017

Jennifer Serino  
Director  
Lake County Workforce Development Department  
1 North Genesee Street  
Waukegan, IL 60085

Dear Jennifer:

I am pleased to send you this proposal for Lake County Partners to modify our Business Outreach Services agreement to help develop a pilot Youth Work Experience program with the Lake County Workforce Development Department.

Summary of the Proposal:

Lake County Partners is excited to expand our Business Outreach Services to include youth job shadowing, internship and/or work experiences (“slots”). Our collective goal will be to identify a minimum of twenty-five youth opportunity slots with ten companies. We anticipate starting March 14, 2017 and completing by September 14, 2017. Lake County Partners (LCP) will invoice the Workforce Department monthly for allowable costs totaling a maximum of \$75,000.

**LCP will provide:**

- Development of youth work experience and mentoring “slots” based on input from the Workforce Department, youth and employers.
- Assembly of target list for youth employment
- Direct outreach to qualify companies and identify potential slots.
- Professional hand-over to Workforce Department of company contacts and potential slots.

**The Workforce Department will provide:**

- Assistance in designing the slots available for employers and youth.
- Youth recruiting, eligibility review and enrollment.
- Youth case management before, during and after the youth work experience and mentoring.

- Youth need-based items such as tools, work clothes, bus passes, etc. to assist youth in completing the work experience and mentoring.
- Career exploration and assessment for youth to gauge interest before placement.
- Completing required paperwork with employers identified by LCP.
- Any mentoring or training required by employer to be successful with youth.
- Direct reimbursement to employers.

#### Business Outreach Services Plan:

LCP will approach existing relationships that have workforce needs in their entry level positions. We will also employ a sub-contractor with extensive youth experience, Laurel Tustison, to pursue relationships with new businesses. Laurel will be supported with data analysis from LCP and appointment setting services from the Sales University Group.

We anticipate two stages of activities: planning stage then implementation stage.

#### Planning stage activities- March 14 – May 31:

1. Create a map of target businesses, primarily along local bus routes and in demand industry sectors.
2. Talk with Workforce youth team, targeted youth populations and organizations to confirm their needs and gather any other ideas.
3. Research other successful youth employment programs.
4. Document process for youth employment with Workforce Department.
5. Develop targeted youth employment “products.”
6. Prepare documents for use with employers.
7. Test youth employment “slots” or “products” with friendly employers and with youth/youth serving organizations including the Workforce youth team.
8. Start setting appointments for meetings with employers.

#### Implementation activities June 1-September 14:

1. Continue appointment setting.
2. Meet with targeted employers to develop potential commitments and slots.
3. Hand-over appropriate opportunities to Workforce team for closure and documentation.
4. Identify challenges and feedback from employers. Together with Workforce Department, modify program to make employer-driven changes.

#### Proposed Budget:

It is anticipated that the primary costs in the budget will be for LCP staff, LCP

contractors, and materials.

<b>Line Item</b>	<b>Cost</b>
Personnel	\$8,000
Contractors	\$66,200
Materials, supplies	\$800
<b>Total Cost</b>	<b>\$75,000</b>

LCP hopes this pilot will be successful and that we can move forward after September 2017 to expand our services for youth.

Respectfully submitted,

Agreed to,

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Michael Stevens  
President and CEO  
Lake County Partners

Jennifer Serino  
Director  
Lake County Workforce Department