



## Continuous Improvement Committee (CIC) Committee Charter November 2023

### Charge:

- **Charge 1:** Evaluation Design. Review evaluation elements of policies, programs, and processes created or overseen by the IWIB to determine the appropriateness of their relationship to their expected outcomes and application of an equity lens. Provide feedback and recommendations.
- **Charge 2:** Evaluation Outcomes. Review outcomes of evaluation to determine if results conformed to intended equitable outcome. Provide feedback and recommendations.
- **Charge 3:** Continuous Improvement at Local Level. Review local performance related to the six federal performance measures for the WIOA core partners by applying an equity lens to evaluation and make recommendations about strategies for continuous improvement at local levels.
- **Charge 4:** Benchmarks. Examine and evaluate workforce quality and earning benchmarks and recommend changes.
- **Charge 5:** Data Recommendations. Provide Recommendations for Readily Accessible Data and technical assistance recommendations for an intended audience.
- **Charge 6:** Priority Activities. Manage priority activities as assigned by the IWIB Strategic plan.

### Priorities:

- **Priority 1:** Policy evaluation
- **Priority 2:** Develop an understanding of how WIOA programs (under Title One, Two, Three and Four) are evaluated, what continuous improvement processes are in place and included, and what Technical Assistance from the lead agency is involved.
- **Priority 3:** Provide the IWIB Committees with a Clear understanding of how outcomes are evaluated – defining the process for upcoming policy.
- **Priority 4:** Service Integration





### **Leadership:**

Marlon McClinton, President/CEO, Utilivate Technologies, LLC  
mmccclinton@utilivate.com

### **Membership:**

<b>Name</b>	<b>Organization</b>
Marlon McClinton, CIC Chair	Utilivate Technologies, LLC
Jay Brooks	Illinois Community College Board (ICCB)
Ami Chambers	College of DuPage
Jennifer Foster	ICCB
Demetri Katsulis	Medline Industries
Marcus Jordan	Foundation For Fair Contracting & IUOE Local 150 Apprenticeship
Barb Oilschlager	Lake County Area Vocational System
Becky Raymond	scaleLit
Julio Rodriguez	DCEO-OET
Dr. Carlotta Roman	Collective Career Consulting, LLC
Andrew Warrington	UCC Environmental

### **Meeting Cadence:**

The CIC meets monthly on the third Wednesday of the month from 1-2:15 PM on Zoom. In the months of March, June, and September we move our regular meeting to the same day as the IWIB meeting from 10-11:30 AM, with a hybrid option.

### **Committee Support Contact:**

If you are interested in joining the CIC or one of its workgroups, contact Molly Cook (mcook12@ilstu.edu) and Aime'e Julian (alafoll@ilstu.edu).





## Workgroups of the Committee

### Performance Workgroup

#### Charge:

- **Charge 1:** Provide an overview of the definition of each measure under WIOA
- **Charge 2:** Provide specific information on each target by fiscal year and measure as set by each title in negotiation with their respective federal agency and the timeline for those negotiations
- **Charge 3:** Provide information on each title's actual performance on each measure as outlined in item #1 and in the context of the targets outlined in item #2
- **Charge 4:** Provide information on the timeline for submittal of performance and other data reporting each title has to their respective federal agency

#### Priority

- Update the WIOA Performance and Transparency website on a scheduled time frame as data is submitted and finalized with federal officials.
- Share the specific strategies and interventions being implemented by the title to build on successes and address areas for improvement.
- Provide CIC members with context for data outcomes and trends.

#### Workgroup Timeline:

The Performance Workgroup meets as needed on Zoom. They present to the CIC bi-annually. They present once in April or May with a mid-year update and once in October with an annual performance update.

#### Meeting Cadence:

The Performance Workgroup meets as needed on Zoom

#### Workgroup Support Contact:

Jay Brooks, Associate Deputy Director for Research and Analytics, ICCB,  
[jay.brooks@illinois.gov](mailto:jay.brooks@illinois.gov)





## Evaluation Workgroup

### Charge:

- **Charge 1:** Evaluation Design. Created an evaluation framework for the WIOA system including evaluation elements of policies, programs, and processes with the application of an equity lens. Created or overseen by the IWIB to be used by the WIOA system.
- **Charge 2:** Evaluation Outcomes. Promote the use of the evaluation framework by the system.
- **Charge 3:** Continuous Improvement at Local Level. Review the data from the evaluation model and information provided by the CIC. Adapt evaluation frameworks and dissemination of information as appropriate.
- **Charge 4:** Priority Activities. Adapt priority activities of the workgroup to remain in step with the CIC.

### Priority

- **Priority 1:** Pilot test the framework on a policy, process, and program. Real-world application
- **Priority 2:** Disseminate–Promote the use of the evaluation process to WIOA partners and key stakeholders.
- **Priority 3:** Adopt evaluation processes based on data provided by the CIC to ensure processes remain valid and leads to continuous improvement.

### Workgroup Timeline:

The Evaluation Workgroup met monthly for one-year to complete the Evaluation Toolkit. The group now meets quarterly to disseminate the toolkit and make needed updates.

### Meeting Cadence:

The Evaluation Workgroup meets quarterly on Zoom on the first Thursday of the month in October, January, April, and June from 10:30–11:30 AM.

### Workgroup Support Contact:

Dr. Kathy Olesen-Tracey, Workgroup Chair, Senior Director for Adult Education and Literacy, ICCB, [Kathy.olesen-tracey@illinois.gov](mailto:Kathy.olesen-tracey@illinois.gov)





Dr. Aime'e Julian, Workgroup Support, Director, Illinois Center for Specialized Professional Support, [alafoll@ilstu.edu](mailto:alafoll@ilstu.edu)

Molly Cook, Workgroup Support, Consultant, Illinois Center for Specialized Professional Support, [mcook12@ilstu.edu](mailto:mcook12@ilstu.edu)

