



Finance Committee Meeting Agenda
Thursday, November 14, 2024, 8:00 AM
UCC Environmental
2100 Norman Dr, Waukegan, IL 60085

I. Call to Order

II. Public Comment

III. Chair Report

IV. Consent Agenda

1. [June Meeting Minutes](#)

VI. Regular Agenda

1. Review of Budget Performance Metrics
2. Grant Update Reports
3. Discussion on [WIOA Performance Goals and Negotiated Outcomes](#)
4. [Board Compliance](#) and [By-Laws](#) Review
5. Overview of DCEO Monitoring Results
 - a. [Findings Letter](#)
 - b. [LCWD Response Letter](#)
 - c. [DCEO Acceptance of Response Letter](#)

VII. Upcoming Board & Committee Meetings

Board Meeting – November 21, 2024, at The University Center
Executive Committee Meeting – December 12, 2024, via Zoom

VIII. Adjournment



Finance and Compliance Committee Meeting Minutes

UCC Environmental
2100 Norman Dr W Ste 6753, Waukegan, IL 60085

Wednesday, June 21, 2024
8:00 AM

Present: Kimberly Wimer, Marcus Jordan, Jennifer Serino, Tim Dempsey, Andrew Warrington, Kathy Nellis

Absent: None

I. Meeting Opening

1. Call to Order.....Andrew Warrington, Chairman
The meeting was called to order at 8:03AM
2. Public Comment
No Public comments were made
3. Chairman’s Report.....Andrew Warrington, Chairman
No chair report was given

II. Action Items

- Approve November 2023 Minutes
The November 2023 minutes were reviewed and approved unanimously without amendments.

III. New Business

- Review and approve PY’24 Formula Grant Budget Strategies
The committee reviewed and approved the PY’24 budget allocations:
 - WIOA Admin Budget: \$684,786
 - Youth In-School Budget: \$466,876
 - Youth Out of School Budget: \$1,400,628
 - WIOA Adult Budget: \$1,740,882
 - WIOA Dislocated Worker Budget: \$2,554,701

The budget strategies included initiatives to enhance industry sector programs, expand work-based learning, and increase ITAs and work experiences.

Th motion was approved unanimously.

IV. Updates

- **Compliance Updates**

Updates were provided regarding the upcoming Job Center recertification, MOU revisions, and board certification requirements.

- **Job Center Certification and Local & Regional Plan Updates**

The committee reviewed updates to ensure the alignment of local and regional plans with workforce strategies.

- **Technology Investments**

Discussed new technology acquisitions to support workforce initiatives:

- *Virtual Reality technology, additional kiosks, Pocketalk devices, and English proficiency software.*
- *Approximate recurring technology costs: \$200,000.*

IV. Budget and Communication Plans

- **Board Budget Overview**

The approved board budget included:

- *Communications contract with Pat Davis Design: ~\$50,000.*
- *Meeting food provisions: ~\$1,200.*
- *Membership fees: ~\$5,908.*
- *Board travel and conferences: ~\$10,000.*
- *DEI-related keynote speakers and event funding.*

- **Strategic Communication Plan**

The committee discussed the ARPA-funded strategic communication plan, noting the need for additional support and a potential marketing intern to assist with implementation.

V. Updates

- **CEJA Grant Discussion**

Reviewed the allocation of the CEJA grant totaling \$2,052,138:

- *Participant stipends and work-based learning: \$930,000.*
- *Barrier reduction services: \$500,000.*
- *Staffing plan: 6.5 FTEs, including dedicated roles such as transition coordinators and account executives.*

V. Adjournment

The meeting was adjourned at 9:25am



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
JB Pritzker, Governor

August 12, 2024

Jennifer Serino
Lake County Workforce Development Department
1 North Genesee Street
Waukegan, IL 60085-8103

Re: Grant Nos.: 23-681001, 23-112001, 22-681001, 22-671001

Dear Jennifer Serino

This letter summarizes the results of the combined fiscal and programmatic monitoring conducted during the period of May 14, 2024 through May 17, 2024 by Carmind Burns, Eric Bennett, Kavita Chokshi, Lauren Kantowski, Matt Hillen, Carmela Wimberly, Simona Velazquez of this Department. The purpose of the visit was to monitor compliance with the Workforce Innovation and Opportunity Act, the Trade Act and its amendments, if applicable, and other applicable rules, regulations, and policies. The period reviewed during this monitoring visit was April 01, 2023 through March 31, 2024

The results of the monitoring visit, which were discussed at the exit conference held on June 26, 2024. Findings are labeled by component and element as they appear in our monitoring instrument. Due the subsequent final desk work needed to complete the review, the results of this monitoring event was delayed. The results of the fiscal monitoring appear first, followed by the results of the programmatic monitoring.

Fiscal Monitoring Results:

Findings #1: The Uniform Guidance at 2 CFR 200.302(b)(2) requires that the financial management system provide accurate and complete disclosure of the related grant activity. In completing the onsite fiscal monitoring of the grantee, they have a "Cash Reconciliation Policy" that states they do not keep a separate bank account from Lake County to conduct an official bank reconciliation. Instead of a bank reconciliation, the staff will complete a quarterly reconciliation of expenses and cash received by the department. The reconciliation report will be prepared for the Director to review. The Director will sign and date the report after reviewing it. The quarterly reconciliation was requested but was not provided to review and confirm compliance of the Cash Reconciliation Policy.

Corrective Action #1: The grantee must provide the quarterly reports to demonstrate the fiscal management is completed per grantee's policy.

Findings #2: Violation of the cash on hand requirements established by the federal government and adopted by the Department of Labor. Grantee did not provide documentation requested to review compliance for this federal regulation.

Corrective Action #2: The grantee must establish and adhere to the cash on hand requirements of the U. S. Department of Labor and DCEO. Cash on hand may not exceed three days. Please send a copy of your revised procedures for review.

The Department’s review of the LWIA 1’s expenditures, obligations, and WIOA service levels. The data used for the review include the Department Fund Utilization Report for the report ending 06/30/2024.

- No area of concern for this reporting period.

LWIA 1 Funding stream	Total Funds Available	Total Expenditures	Percent of TFA Expended	Total Unexpended
Administration	645,286.58	492,698.60	76.35%	152,587.98
Youth in-school	354,691.26	298,818.24	84.25%	55,873.02
Youth out-of-school	1,252,948.90	1,070,061.41	85.40%	182,887.49
Adult	1,447,259.93	1,085,076.75	74.97%	362,183.18
Dislocated Worker	2,084,831.73	1,810,620.27	86.85%	274,211.46
Total	5,785,018.40	4,757,275.27	82.23%	1,027,743.13

LWIA 1 – Expenditures and Obligations as of 6/21/2024

	PY22	PY23
Youth	100%	91%
Adult	100%	82%
Dislocated Worker	100%	89%

Programmatic Monitoring Results:

Element: B - Other Grant Requirements - Work Experience

Findings #3: Evidence is lacking to show that the Grantee is monitoring and tracking work experience enrollments, hours worked, and funds expended.

Curtis Kila - Copies of the participants pay stubs are not included in the participant file.

Corrective Action #3: The LWIA must produce documentation supporting the required monitoring and tracking of enrollments, hours worked, and funds expended.

Findings #4: The case management records for the participants listed below have identified data validation and/or other technical reporting issues in the case file or Illinois Workforce Development System (IWDS).

Daniel Estela -XXX-XX-8441 - Participant should have been exited before 1/11/2024 he received a CDL certification on 3/23/2023. Case notes are not entered in a timely manner and there are two instances where case notes were entered one year or more late.

Marcus Porshia -XXX-XX-8482 - The LWIA enrolled participant under DWG then ran out of funds. Next the LWIA proceeded to backtrack and remove the original ITA that was supposed to be funded by DWG and certified the participant as Adult eligible and backdated the ITA and Occupational Skills training to be covered under available 1A funds. The Occupational Skills Training entered in IWDS for this participant was entered about a month after it occurred (that's a service and status records finding).

Dequalla Horne -XXX-XX-526 -Case Notes entered on 9/5/2023 state customer is BSD Deficient based on test scores however that information is not entered on the eligibility screen. Additionally, participant has not been in the classroom physically since 10/6/2023 and has logged in periodically.

Marianne Avrutin -XXX-XX-4145 - Case notes are not entered in a timely manner

Omaris Morales Valladares -XXX-XX-5407 - Participant completed WEX on 3/8/2024 and has not responded to repeated requests for employment verification. Participant has not been exited

Edward Bailey -XXX-XX-4737 - The participant is receiving Case Management services, yet there are no open service lines in IWDS for the participant receiving Case Management services.

Eduardo Solis -XXX-XX-7524 - The participant switched programs from the AAS to Certification Program. There should be an ISS modification or an additional ISS with the Certification program included in the file. The LWIA did mention in list of (Training Plan section) List of courses, the certification program.

Dequalla Horne -XXX-XX-526 - Communication that is documented in case notes is between the case manager and the training provider. There is no documentation to support the case manager spoke directly to the participant.

Alberto Soto -XXX-XX-7316 -The participant had an unsuccessful completion for the WBL

Dequalla Horne -XXX-XX-526 -Communication that is documented in case notes is between the case manager and the trainer. I didn't come across anything that was one on one with case manager and participant

Eduardo Solis -XXX-XX-7524 -There was a lapse in communication during the period of 03/13/23 - 02/09/24.

Dequalla Horne -XXX-XX-526 - The participant's gap in service was not less than 180 calendar days from the date of the most recent service, and/or it was not for one of the allowable reasons.

Corrective Action #4: The grantee must review the case management records for each of the identified participants and make the appropriate corrections to IWDS or the customer files.

Findings #5: The file contains a completed, signed and updated DCEO Form #006a – Verification of TAA Training Attendance.

Donald Olexa – XXX-XX-8804 - Missing bi-weekly attendance sheets.

Heriberto, Dircio – XXX-XX-7277 - Missing bi-weekly attendance sheets.

Orfilda Castillo – XXX-XX-8013 - Missing 6A bi-weekly attendance sheets for training program - only seen for remedial class.

Corrective Action #5: The Entity must provide documentation supporting each identified customer's attendance and progress. If documentation cannot be produced, than the Entity must immediately enter a ceased participation status on IWDS as outlined in the State of Illinois Trade Program regulations.

Findings #6: The customer's file contains a DCEO Form #002 Trade Adjustment Assistance Standard Application or IWDS Application equivalent that is complete, Signed, dated, and contains correct dates for impact petition certification, expiration, qualifying separation, and the application date that matches the IWDS application date.

Donald Olexa – XXX-XX-8804 - The impact date and expiration dates do not match.

Heriberto, Dircio – XXX-XX-7277 - Certification date does not match with IWDS (10/9/18)

Chilsun Heo – XXX-XX-6034 - Form 006a dated 4/21/23 does not have a participant signature and there are no signed and dated forms 006a for attendance dates August 20, 2023 – 09/02/2023; September 3, 2023 – September 16, 2023; and September 17, 2023 – September 30, 2023.

Corrective Action #6: For each identified customer, the Entity must produce a completed, dated, signed, and correct DCEO Form #002 Trade Adjustment Assistance Standard Application or IWDS Application equivalent. If the Entity cannot produce this documentation, then the Entity must immediately revoke the waiver, if applicable, and initiate the suspension procedures outlined in the State of Illinois Trade Program regulations, including the potential suspension of TRA and all other Trade Program services, as applicable. If the customer does not meet the eligibility requirements, then all associated Trade Program costs for the customer may be disallowed.

Findings #7: The TAA Additional Info Screen dates match dates on the DCEO Form #002 Trade Adjustment Assistance Standard Application and Form #001 TAA Benefits, Rights and Obligations.

Donald Olexa – XXX-XX-8804 - IDES, IBIS inquiry, TAA additional info screen, Trade-WIOA application does not match.

Heriberto, Dircio – XXX-XX-7277 – TAA Standard Application (10/19/18), TAA additional info screen (10/9/18)

Corrective Action #7: For each identified customer, the entity must ensure that the dates on the TAA Additional Info Screen match the dates on the DCEO Form #002 Trade Adjustment Assistance Standard Application and the Form #001 TAA Benefits, Right and Obligations.

Management Recommendations:

MR #1: LWIA 1 is only spending at 51% of the Apprenticeship grant at the time of monitoring. During our most recent review of the LWIA in GRS they are showing \$0 spent on their Incentives line item, which has a \$20K budget.

A written response to all findings, including proper documentation, is to be submitted to the Department within 30 days of the date of this letter. The response should be addressed to Tamika Chism at tamika.chism@illinois.gov . The Department requires that all responses be furnished in a Word document with back up documentation provided as an attachment in PDF format. A copy of the signed response letter must also be provided.

I would like to thank you and your staff for your cooperation during the monitoring visit. If you have any questions related to the fiscal monitoring, please contact Fiscal Lead Eric Bennett at (815) 721-3543. Questions regarding the programmatic monitoring should be directed to Lead Monitor Carmind Burns at (312) 533-1823

Sincerely,

Tamika Chism

Tamika Chism
Office of Employment and Training

Attachments

cc:

Car mind Burns
Eric Bennett
Matt Hillen
Kavita Chokshi
Lauren Kantowski
Carmela Wimberly
Simona Velazquez



Illinois
Department of Commerce
& Economic Opportunity

OFFICE OF EMPLOYMENT & TRAINING

JB Pritzker, Governor

October 2, 2024

Ms. Sandy Hart
Lake County Board Chair
Lake County Board
18 North County Street
Waukegan, IL 60085-4304

Ms. Kimberly Wimer
Human Resource Manager
Laser Precision
2400 Commerce Drive
Libertyville, IL 60048-4462

Dear Ms. Hart and Ms. Wimer,

Thank you for submitting the Program Years (PY) 2024 and 2025 proposed performance goals for the Workforce Innovation and Opportunity Act (WIOA) Title I Workforce Development Activities program and participation in the September 20, 2024, performance negotiation.

You are receiving this letter as official notification with agreed upon negotiated Local Workforce Innovation Area (LWIA) 1 levels of performance for PY'2024 and PY'2025. Attached to this letter are the negotiated levels of performance for each of the fifteen measures.

This notice serves as a grant modification and requires that the LWIA incorporates the PY'2024 and PY'2025 negotiated levels into the Regional and Local WIOA Plans. Further, these negotiated levels must be included in any other published version of the Local WIOA Plan on an LWIA website. State systems of record for the WIOA Title IB programs will be updated with these negotiated levels of performance.

As a reminder, WIOA Policy 3.6 Assessing Performance was issued on August 16, 2022, and outlines how the Title IB programs are assessed. Beginning with Program Year 2024, Local Workforce Innovation Boards (LWIBs) performance outcomes will be assessed on **adjusted levels of performance**. The use of the Statistical Adjustment Model (SAM) is being implemented following release and utilization of the WIOA Title I Negotiation Tool during PY24-25 local negotiations to provide "simulated" outcomes, which is one of the four required factors of negotiations. The policy and associated WIOA Notice, as an attachment to the Policy, are available in the [ePolicy](#) portal of Illinois workNet®.

Illinois appreciates all that you do and looks forward to working with you and the LWIA team of administrators, staff, providers, and other stakeholders as your Regional and Local Plans are implemented. If you have any questions, please contact Mark Burgess, Performance Measures Manager, Office of Employment and Training, at 217.970.0061 or mark.a.burgess@illinois.gov.

Sincerely,

A handwritten signature in cursive script that reads "Mark Burgess". The signature is written in black ink and is positioned above the printed name and title.

Mark Burgess
Performance Measures Manager, Office of Employment and Training
Illinois Department of Commerce and Economic Opportunity

Enclosure: PY'2024 and PY'2025 Negotiated Levels of Performance

Cc: Jennifer Serino, Julio Rodriguez

Workforce Development Activities (Title IB of WIOA)

Negotiated Levels of Performance for PY 2024 and 2025

LWIA #1 – Lake County Workforce Development Department

<u>Adult</u>	PY 2024	PY 2025
Employment Rate 2 nd Quarter after Exit	76.5%	76.5%
Employment Rate 4 th Quarter after Exit	72.0%	72.0%
Median Earnings 2 nd Quarter after Exit	\$10,400	\$10,400
Credential Attainment within 4 Quarters after Exit	80.0%	80.0%
Measurable Skill Gains	68.0%	70.0%
<u>Dislocated Worker</u>		
Employment Rate 2 nd Quarter after Exit	78.0%	78.0%
Employment Rate 4 th Quarter after Exit	76.0%	76.0%
Median Earnings 2 nd Quarter after Exit	\$12,000	\$12,500
Credential Attainment within 4 Quarters after Exit	85.0%	85.0%
Measurable Skill Gains	67.0%	69.0%
<u>Youth</u>		
Employment or Education Rate 2 nd Quarter after Exit	73.0%	73.0%
Employment or Education Rate 4 th Quarter after Exit	74.0%	74.0%
Median Earnings 2 nd Quarter after Exit	\$5,000	\$5,000
Credential Attainment within 4 Quarters after Exit	70.0%	71.0%
Measurable Skill Gains	67.0%	68.0%



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JB Pritzker, Governor

October 18, 2024

Jennifer Serino
Lake County Workforce Development Department
1 North Genesee Street
Waukegan, IL 60085-8103

Re: Grant Number(s): 23-681001, 23-112001, 22-681001, 22-671001

Dear Ms. Serino,

Thank you for your letter dated 10/01/2024 in which you responded to the findings and corrective action plan identified in the Department's 08/12/2024 letter. Please be advised that the corrective actions implemented, as described in the letter and subsequent emails, are acceptable.

I would like to thank you and your staff for your cooperation during the monitoring visit. If you have any questions related to the fiscal monitoring, please contact Eric Bennett at 815-721-3543. Questions regarding the programmatic monitoring should be directed to Carmind Burns at 312-533-1823.

Sincerely,

Tamika Chism

Tamika Chism
Office of Employment and Training

cc: Sandy Hart
Kimberly Wimer
Demar Harris
Matt Hillen
Carmind Burns
Kavita Chokshi
Carmela Wimberly
Lauren Kantowski
Simona Velazquez
Eric Bennett