



LCWD Board Meeting Agenda

June 26, 2025, 8:00 AM

College of Lake County – Grayslake Campus
Building C, Room C106

I. Call to Order

II. Public Comment

III. Chair Report

IV. Action Item

Approve the Nominating Committee's Recommended Slate of Officers for PY25 [Attachment A](#)

The Slate as recommended includes:

Dr. Carlotta Roman, Chair

Josh Fischer, Vice Chair

An opportunity is available for other Board Members to be nominated from the floor for consideration

V. Presentation: *Lake County's Parent Mentorship and Para-Professional Program*

Representatives from HACES, United Way of Lake County, and Waukegan School District 60 will share highlights of the Parent Mentorship and Para-Professional Program, which was recently honored with the Excellence in Collaboration Award at the Illinois Workforce Summit. The presentation will showcase how the program equips parents with skills and classroom experience that led to employment in education and other fields.

Learn more: illinoisworkforcepartnership.org/lwa-1-parent-mentorship-program

VI. Consent Agenda

- a. Approve April 2025 Board of Directors Meeting Minutes [Attachment B](#)
- b. Approve the [2025 Memorandum of Understanding \(MOU\) for the Job Center of Lake County](#), including narrative revisions and budget alignment for Program Year 2025.

[Attachment C](#)

- c. Accept the QUEST Disaster Recovery National Dislocated Worker Grant, which includes an increased funding allocation and revised program scope. [Attachment D](#)

VII. New Business

- a. Approve the Program Year 25 WIOA Formula Grant Budgets for Adult, Dislocated Worker, and Youth. [Attachment E](#)

VIII. Updates/Announcements

- a. Congratulations to Workforce Development team members, Sara Espeland and Claudia Uribe, for earning their DOL Office of Apprenticeship Certificate of Completion for the occupation of the Youth Development Practitioner

IX. Adjournment



June 26, 2025

FOR REVIEW BY EXECUTIVE COMMITTEE

Recommended Slate of Officers from the nominating committee.

The Slate as recommended by the Nomination Committee:

- Dr. Carlotta Roman, Chair
- Josh Fischer, Vice-Chair

An opportunity is available for other Board Members to be nominated from the floor at the Board of Directors Meeting on June 26, 2025, for consideration.

The term of office begins July 1, 2025.



LCWD Board of Directors Meeting Minutes
Thursday, April 17, 2025, at 8:00 AM
Room A103
College of Lake County - Grayslake Campus

Present: John Castillo, Kevin Considine, Laura Crivlare, Timothy Dempsey, Carrie Espinosa, Yvette Ewing, Ed Gallagher, Christine Hammerlund, Lisa Johnson, Dennis Kessler, Noelle Lepper, Rachel Loberg, Troy McIntosh, Kathy Nellia, Carlotta Roman, Mary Ross-Cunningham, Carla Schroeder, Jennifer Serino (Zoom), Tasha Shell (Proxy), Lori Suddick, Ken Swanson, Andrew Warrington, Kimberly Wimer.

Absent: Josh Fischer, Jennifer Harris, Marcus Jordan, Michael Karner, Sara Knizhnik, Kristi Long, Darryl Rader, Julie Savitt.

I. Call to Order Kimberly Wimer, Chair

The meeting was called to order on **Thursday, April 17, 2025**, at **8:09 AM** by Board Chair Kimberly Wimer.

II. Public Comment

- III. Karen Rios, Program Director of Youth Conservation Corps (YCC)** , address the Lake County Workforce Development Board to inform members about the termination of a youth employment program due to federal funding cuts. The program, which was designed to serve 24 youth participants, had five youth actively engaged at the time of closure. Participants had performed extensive environmental work across Lake County, including collecting 96 bags of trash, maintaining over 3,400 feet of waterway, pruning more than 2,000 trees, and preparing for a certified controlled burn. YCC is temporarily continuing the program using private funds and is actively seeking employment opportunities for the youth still involved. Karen emphasized the urgent need to understand the local impact of federal funding losses and thanked the Board for the opportunity to speak.

IV. Chairman's Report

Chair Kimberly Wimer reminded members of the Board that proxies can be designated to maintain quorum and voting continuity. Chair Wimer also encouraged members to consider serving in committee leadership roles.

V. Consent Agenda

- February 2025 Board of Directors Meeting Minutes
 - Motion passed unanimously.

VI. Regular Agenda

- **Presentation: The Community Works - Youth Empowerment Pro gram**
 - Yvette Ewing, Executive Director of The Community Works, introduced five interns participating in the Youth Empowerment Program (YEP), which is funded by LCWDB. The interns shared reflections on their hands-on work improving the community's access to resources and creating peer-focused outreach materials. One youth shared how they developed marketing skills by designing social media campaigns to promote services for youth. Another intern described that they learned to facilitate community interviews and learned how to communicate with people of

different backgrounds. A third spoke about organizing and hosting a per roundtable that helped them recognize the value of youth voices in shaping services. Each of the interns emphasized the mentorship and real-world learning that they gained from this program and expressed interest in continuing along educational and community career pathways.

- **NAWB Forum**

- Updates were provided by Carlotta Roman, DJ Newport, Jeff Hubert, and Sara Espeland, who attended the National Association of Workforce Boards (NAWB) Forum. Carlotta emphasized the importance of building workforce narratives that center on impact, particularly for youth and marginalized populations. DJ Newport highlighted strategies discussed around integrated service models and the role of community colleges in aligning with WIOA goals. Jeff Hubert shared insights on employer engagement strategies, including how boards can support small and mid-sized businesses in adopting skills-first hiring practices. Sara Espeland reflected on sessions focused on data-driven storytelling and the national push to modernize workforce systems to better serve diverse and rapidly changing communities. Collectively, the group noted that the forum reinforced the urgency of board-level advocacy and the value of cross-sector partnerships in shaping sustainable workforce pipelines

- **NAWB Workforce Advocacy Day**

- Board members who participated in Advocacy Day in Washington, D.C., reported that their meetings with legislators focused on protecting WIOA funding and advocating for greater flexibility within youth and apprenticeship program structures. Attendees shared that while there is bipartisan support for workforce programming, there is also a growing urgency to demonstrate a measurable return on investment. Members underscored the value of elevating local program impact to support these conversations.

- **NAWB Community of Practice - Skills First Hiring and Learning and Employment Records (LERs)**

- An update was shared on national initiatives around Skills First hiring practices and the use of Learning and Employment Records (LERs). These digital records are being piloted to help individuals document and share their skills and credentials more efficiently. The Board discussed how this innovation can support equitable hiring and create more visibility for short-term credentials. Members also expressed interest in exploring how Lake County might engage in future pilot efforts.

- **Strategic Plan in Action**

- The discussion focused on how the Board can take a more active and strategic role in state-level workforce advocacy. With recent federal funding disruptions affecting local programming, members discussed the importance of building visibility and influence with state decision-makers. The conversation emphasized the need to consistently elevate success stories from Lake County programs, highlight return on investment, and align messaging with both state and regional priorities. It was noted that advocacy should not be reactive, but rather an ongoing part of the Board's culture. A consultant has been engaged to assist in developing a tailored advocacy strategy, and volunteers were invited to participate in a working group to help shape messaging and identify key audiences. Several members expressed interest, and the next steps will include convening the working group to begin this process.

VII. **Announcements**

- **LCWD Board of Directors Meeting**
 - June 26, 2025, at 8:00 AM

VIII. **Updates/Other Items**

IX. **Adjournment**

The meeting was adjourned at **9:25 AM**.



Action:

Approve the 2025 Memorandum of Understanding (MOU) for the Job Center of Lake County, including narrative revisions and budget alignment for Program Year 2025.

Memorandum of Understanding (MOU)

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Workforce Innovation Board to establish and maintain a Memorandum of Understanding (MOU) with all required one-stop partner programs. This document defines each partner's role in the local workforce system and ensures coordinated service delivery through the Job Center of Lake County.

The 2025 MOU for Local Workforce Area 1 has been updated to reflect revised program descriptions, updated referral and service integration strategies, and a fully aligned cost-sharing budget for Program Year 2025 (July 1, 2025 – June 30, 2026). This MOU was developed in coordination with all core and required partners and reviewed by the Executive and Operations Committees.

Key Components of the 2025 MOU:

- **Integrated Service Delivery:** All required WIOA partners commit to providing coordinated access to career services, employment supports, and training programs through a shared referral system.
- **Programmatic and Physical Accessibility:** The MOU reaffirms full compliance with WIOA Section 188, ADA standards, and other federal accessibility mandates. Services are provided in real-time either in-person or virtually.
- **Referral and Communication Protocols:** Each partner designates a point of contact and agrees to participate in cross-training, shared scheduling, and a quarterly referral tracking system to improve coordination and customer experience.
- **Cost Sharing and Infrastructure Budget:**
 - Partners contribute to infrastructure and shared delivery costs based on a proportional FTE methodology.
 - Budget categories include utilities, Job Center security services, technology, resources and materials, and the expenses associated with the One Stop Operator.
 - All contributions comply with WIOA regulations and state guidance.
- **Duration:** The MOU is effective July 1, 2025, through June 30, 2026.

**ACTION:**

Accept the Modification to the 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grant (DWG) increasing the budget by \$135,000 for a total budget amount of \$835,000

Grant Period: October 1, 2023 - September 30, 2025

Participants: With the increased budget of \$135,000, an additional 19 participants to be served for a total of 76 participants for career services – 13 participants through occupational skills training, and 6 participants through work-based learning.

STRATEGIC IMPERATIVE SUPPORTED: [Create a Culture of Equitable Prosperity](#)

National Dislocated Worker Grants (DWGs) are time-limited funding assistance in response to major economic dislocations or disaster events impacting the workforce. DWGs are supplemental resources providing flexibility to communities in responding to these unexpected events requiring workforce services, which exceed the capacity of the state or local area to address with WIOA formula funding resources.

The US DOL announced a grant opportunity for the Quality Jobs, Equity, Strategy, and Training (QUEST) DWGs. The QUEST DWG initiative will support employment equity and individual, community, and industry resilience as the nation prioritizes economic and employment recovery from the COVID-19 pandemic. QUEST DWGs focus on serving individuals whose employment has been negatively impacted by the pandemic, including individuals from historically marginalized and underserved populations who have been disproportionately impacted.

LCWD will continue to work with unemployed and underemployed individuals from historically marginalized communities including young adults, individuals who lost a job due to COVID, the extended unemployed including justice involved individuals, dislocated workers and parents/care givers seeking full-time, sustaining wage employment.

Leveraging and enhancing existing programs and systems, LCWD will recruit and enroll 76 participants in career services with plans to enroll 49 participants in occupational and 20 participants in subsidized work-experience to gain the skills to be successful in transitioning to a full-time job.

LCWD will be implementing a work-experience program with a priority on the care economy, the hospitality industry, and the climate and environmental industry as opportunities become available -key occupations that will be explored include HVAC, electrical work, advance manufacturing, and construction.

In addition, LWCD is continuing to deliver a DRE program with the Lake County Health Department and other agencies with DRE focused on health care, mental well-being, and humanitarian work.



PY'25 WIOA Title I Allocations

The State of Illinois has issued WIOA Title I Adult, Dislocated Worker, and Youth Activities Program Allocations for Program Year 2025 (PY25) beginning July 1, 2025. Lake County is receiving a total allocation in the amount of \$8,516,791.

PY'25 WIOA Allocation

PY'25 WIOA ALLOCATIONS		Administration (Maximum)	Programs (Minimum)
Youth	2,569,497	256,949	2,312,548
Adult	2,412,417	241,241	2,171,176
Dislocated Worker	3,534,877	353,487	3,181,390
Total	8,516,791	851,677	7,665,114

PY'25 WIOA Formula Grant Budget

		ADMIN	YIN	YOUT	ADULT	DW	SUBTOTALS
Personnel							
Salaries/Wages	LCWD Team	\$419,402	\$161,880	\$251,239	\$538,580	\$593,708	<u>\$1,964,809</u>
Fringes	LCWD Team	\$132,494	\$59,960	\$105,900	\$206,253	\$214,248	<u>\$718,855</u>
Operations	LCWD, Job Center, WDB	\$102,051	\$40,000	\$50,000	\$212,579	\$274,783	<u>\$679,413</u>
Indirect Cost Rate	Lake County Rate 18.6%	\$77,730	\$30,110	\$46,730	\$99,925	\$99,508	<u>\$354,003</u>
Individual Training Accounts	LCWD Services		\$37,500	\$100,000	\$400,000	\$675,000	<u>\$1,212,500</u>
Supportive Services	LCWD Services		\$15,000	\$10,000	\$11,000	\$10,695	<u>\$46,695</u>
Work Based Training, WE, OJT, Apprenticeship	LCWD Services		\$211,824	\$361,150	\$250,000	\$480,000	<u>\$1,302,974</u>
Incumbent Worker Training	LCWD and Partner Services				\$200,000	\$300,000	<u>\$500,000</u>
Pre-Vocational Training	Contracted Programs		\$250,000	\$131,255			<u>\$381,255</u>
Work Based Training, Work Experiences	Contracted Programs		\$250,000				<u>\$250,000</u>
Occupational Skills Training	Contracted Programs				\$225,000	\$225,000	<u>\$450,000</u>
Discretionary Budget		\$120,000	\$100,000	\$100,000	\$27,839	\$308,448	<u>\$656,287</u>
SUBTOTALS		<u>\$851,677</u>	<u>\$1,156,274</u>	<u>\$1,156,274</u>	<u>\$2,171,176</u>	<u>\$3,181,390</u>	<u>\$8,516,791</u>

WIOA PY'25 Participant Plan

ADULT REGISTRANTS		PY25 PLAN	PY24 PLAN	PY24 ACTUAL
Direct Training		202	165	117
	ITAs	185	165	116
	Occupational Training	17	0	1
	Supportive Services	22	50	32
Work-Based Training		46	32	27
	On-The-Job Training	16	12	7
	Work Experience	30	20	20
DISLOCATED WORKER REGISTRANTS		PY25 PLAN	PY24 PLAN	PY24 ACTUAL
Direct Training		237	205	145
	ITAs	220	205	145
	Occupational Training	17	0	0
	Supportive Services	22	50	24
Work-Based Training		46	38	24
	On-The-Job Training	13	12	4
	Work Experience	33	26	20
YOUTH REGISTRANTS		PY25 PLAN	PY24 PLAN	PY24 ACTUAL
Academic Learning Services		191	90	94
	ITAs	80	45	45
	Occupational Training	111	45	49
	Supportive Services	5	35	7
Work-Based Training		128	80	59
	On-The-Job Training	8	0	3
	Work Experience	120	80	56
	Pre-Apprenticeship /Apprenticeship	0	0	1