



## LCWDB Executive Committee Meeting Agenda

June 18, 2025, 8:15 AM

Job Center of Lake County

1 N. Genesee St, Waukegan, IL 60085

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### I. Call to Order

### II. Public Comment

### III. Chair Report

### IV. Consent Agenda

- a. Approve the [April 2025 Executive Committee Minutes](#) Attachment A
- 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 B  
[Please use link for Full MOU](#)

### V. Action Items

- a. Accept the QUEST Disaster Recovery National Dislocated Worker Grant, which includes an increased funding allocation and revised program scope. Attachment C
- b. *Approve the Program Year 25 WIOA Formula Grant Budgets for Adult, Dislocated Worker, and Youth.*
- c. Approve the Nominating Committee's [Recommended Slate Officers for PY25](#)
  - 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

### VI. Other Business

- a. Strategic Initiatives Updates
  - An update on the implementation and impact of the Board's strategic initiatives, highlighting progress, performance outcomes, and priorities moving forward.
  - Discussion Attachment D

### VII. Upcoming Board and Committee Meetings

- a. LCWD Board of Directors Meeting
  - June 26, 2025, at 8:00 AM at the College of Lake County – Grayslake Campus (Room C106)
- b. LCWDB Executive Committee Meeting
  - July 16, 2025, at 8:15 AM at the Job Center of Lake County

### VIII. Adjournment

**April 16, 2025****LCWDB Executive Committee Meeting Minutes****April 16, 2025, at 8:15 AM****Zoom**

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**Present:** Kevin Considine, Laura Crivlare, Ed Gallagher, Jennifer Harris, Marcus Jordan, Dennis Kessler, Dr. Carlotta Roman, Mary Ross-Cunningham, Dr. Andrew Warrington, Kimberly Wimer

**Absent:** Timothy Dempsey, Dr. Michael Karner, Jennifer Serino, Dr. Lori Suddick

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**I. Call to Order..... Kimberly Wimer, Chairwoman**

*The meeting was called to order on April 16, 2025, at 8:17 AM by Executive Committee Chairwoman Kimberly Wimer.*

**II. Public Comment**

*Board Coordinator DJ Newport shared that Youth Conservation Corps (YCC) will make a public comment at the upcoming LCWD Board of Directors Meeting regarding funding cuts to their Urban Forestry Program. The Board was informed that the cuts are effective retroactively as of April 2, 2025, and youth in the program are currently being reassigned.*

**III. Chairman's Report**

*The Chairwoman acknowledged the significance of consistency in board meeting locations and emphasized improved attendance through predictability. The Chairwoman also acknowledged DJ's update on upcoming public comments and advocacy discussions.*

**IV. Consent Agenda**

*No consent items were presented for approval; minutes from the March meeting were tabled for review at a future session.*

**V. Action Items**

- *No action items were brought to the floor for this meeting.*

**VI. Regular Agenda**

- ***State and Federal Updates***

- i. *Dr. Andrew Warrington and Jennifer Harris provided context from the recent National Governors Association (NGA) meeting. Andrew emphasized the unpredictability of funding cuts. Jennifer Noted that there was good attendance and optimism at the forum despite uncertainty.*

- ii. *Dr. Carlotta Roman shared outcomes from the NAWB Forum and Advocacy Day, including positive*

*conversations with legislators and breakout sessions on industry partnerships.*

- **Congressional Outreach**

- i. Dr. Carlotta Roman and DJ Newport reported on interactions with Congressman Brad Schneider, expressing his support for workforce development and youth programs. DJ noted a sense of concern among federal representatives about fast-changing priorities. Bipartisan youth employment legislation introduced during the Board's D.C. visit was discussed.*

- **Advocacy Strategy**

- i. DJ proposed using budgeted DEI consultant funds to hire an advocacy consultant. Carlotta supported this redirection, noting that DEI is already embedded in operations.*
- ii. Jennifer Harris and others suggested leveraging state associations (e.g. Michigan Works, Colorado Workforce) for strategic insight. There was a strong consensus on aligning statewide board voices and developing a consistent advocacy strategy.*

- **Budget Update**

- i. DJ shared slides and recapped last years key budget priorities, suggesting minimal changes this year to allow time for data gathering.*
- ii. Remaining funds are available for events/speakers before fiscal year-end (June 30). DJ also mentioned that research is underway for an RFP focused on in-school youth, ensuring programs are sustainable and impactful.*

- **Youth Employment Focus**

- i. Jennifer Everett emphasized support for high school students on a direct-to-work path, especially those not pursuing post-secondary education. Kimberly Wimer added that high schools are actively identifying such students, which aligns with employer needs.*

## **VII. Announcements**

- The national forum will rotate cities: Las Vegas (2026), New York (2027), and Chicago (2028)
- Jennifer Harris and DJ will coordinate with leaders from other state associations to speak at future meetings.

## **VIII. Updates/Other Items**

- DeMar Harris highlighted leveraging existing partnerships with local Chambers of Commerce for advocacy through the U.S. Chamber.
- Dennis Kessler offered to connect the Board with a successful D.C.-based lobbyist experiences in coalition advocacy.
- Andrew noted the importance of collective focus and strategic messaging across Illinois' workforce boards.

## **IX. Adjournment**

The meeting was adjourned at **9:00 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.



## Strategic Initiative Updates

This information will be presented and discussed at the executive committee meeting.

Strategy		Impact to Date	Funding
<b>Manufacturing</b>	Hired dedicated account executive	44 ITAs issued; 22 credentials earned	\$268,307.91 (ITAs)  \$460,330 (OJT/IWT)
	Streamlined ITA referrals with providers	\$29.09 avg. wage; 8 participants employed	
	Increased employer engagement in OJT, IWT, ITAs	Strengthened provider collaboration	
	Launched sector partnership strategy	Supports PY25 sector strategy goals	
<b>Healthcare</b>	Invested in Rosalind Franklin Inspire Nursing Program	Pipeline access created for youth and underrepresented groups	\$37,500  (Rosalind Franklin)
	Focused on underserved and youth populations	Supports regional efforts to address nursing workforce shortages	
<b>Apprenticeships</b>	Embedded apprenticeship lead in Business Services	22 active apprenticeships	DCEO Supplemental Grant  (est. \$100,000)
	Considering regional alignment with McHenry County	7 employer sites	
	Integrated care economy into scope	36 hires through OJT/IWT/YDPA	
		Healthcare apprenticeships launched	
<b>Chamber Engagement</b>	Issued 2-year RFP for chamber partnerships (MWBE focus)	980 participants across 7 events	\$150,000  (2-year Chamber RFP)
	Hosted community events	275 businesses reached	
	Strengthened referral relationships with local businesses	41 Minority, Women owned businesses engaged	
		Local chambers embedded in outreach strategy	
<b>Youth &amp; Young Adults</b>	Awarded 3 Opportunity Youth contracts (160 Driving Academy, SGA, YCC)	Opportunity Youth programs active with pre apprenticeship and wraparound support	\$504,306  (Opportunity Youth)
	Led Youth Symposium	Symposium influenced strategy	
	Expanded SYEP and HS partnerships	SYEP expanded with more employer sites	
	Advanced Youth Action Plan implementation	Youth Plan guiding equity goals	
<b>Job Center on the Move</b>	Expanded mobile deployment to priority ZIP codes (ZCTAs)	Over 1,000 jobseekers served in 12 municipalities	\$100,000
	Partnered with libraries, schools, and municipalities	Career services delivered in underserved areas	
	Integrated youth outreach and hiring events	Visibility tool supporting ZCTA and youth strategies	