

LCWD Board of Directors Meeting Agenda
Thursday, December 4, 2025, at 8:00 AM
College of Lake County – Grayslake Campus – Room A013

- I. Call to Order**
- II. Public Comment**
- III. Chair Report**
- IV. Consent Agenda**
 - a. September 2025 Board of Directors Meeting Minutes [Attachment A](#)
 - b. Approval of the 2026 LCWDB Meeting Schedule [Attachment B](#)
- V. Regular Business (*ACTION ITEMS*)**
 - a. Authorize staff to enter negotiations with Symbol Training Institute to develop a contract for manufacturing sector training and workforce development services, for an amount up to \$340,000, consistent with the proposal submitted. [Attachment C](#)
 - b. Authorize staff to enter into negotiations with United Way of Lake County (UWLC) for implementation of the WIOA Education Sector Strategy: Expanding Parent Mentor Models Through School District Partnerships initiative, for an amount not to exceed \$100,000 [Attachment D](#)
 - c. Authorize staff to enter negotiations with Deloitte Consulting LLP to develop a contract for implementation of the WIOA Artificial Intelligence (AI) Workforce Innovation Initiative, for an amount not to exceed \$100,000, consistent with the proposal submitted. [Attachment E](#)
- VI. Member Time**
- VII. Adjournment**

Upcoming Meetings:

LCWDB Finance & Compliance Committee Meeting

- Wednesday, December 10, at 8:00 AM at UCC Environmental



LCWD Board of Directors Meeting Minutes
Thursday, September 25, 2025, at 8:00 AM
College of Lake County – Grayslake Campus
Room A013

Present: John Castillo, Timothy Dempsey, Carrie Espinosa, Yvette Ewing, Christian Fernandez, Josh Fischer, Christine Hammerlund, Laticia Holbert (Zoom), Lisa Johnson, Marcus Jordan (Zoom), Noelle Kischer-Lepper (Proxy), Kathy Nellis, Dr. Darryl Rader, Dr. Carlotta Roman, Julie Savitt (Zoom), Carla Schroeder, Jennifer Serino, Tasha Shell, Quinton Snodgrass, Dr. Lori Suddick, Ken Swanson, Dr. Andrew Warrington, Kimberly Wimer

Absent: Kevin Considine, Laura Crivlare, Edward Gallagher, Jennifer Harris, Dr. Michael Karner, Dennis Kessler, Sara Knizhnik, Rachel Loberg, Troy McIntosh, Mary Ross-Cunningham, Amy VanStrien

I. Call to Order..... Chairwoman, Dr. Carlotta Roman

The meeting was called to order on Thursday, September 25, 2025, at 8:10 AM by LCWD Board of Directors Chairwoman Dr. Carlotta Roman.

II. Public Comment

No public comments were made.

III. Chair Report

Dr. Roman welcomed members and acknowledged the strong collaborative work across committees since the start of the program year. Dr. Roman highlighted recent workforce development successes, including employer partnerships, increased youth engagement, and expanded training programs.

Dr. Roman emphasized the importance of continued regional coordination and thanked the Executive Committee and staff for maintaining fiscal and programmatic stability through the first quarter of PY25.

IV. Workforce Development Month Recognition

September was recognized as Workforce Development Month. Dr. Roman highlighted the Job Center Staff and their activities celebrating workforce partners and programs throughout Lake County.

V. Consent Agenda

- a. *Approval of June 2025 LCWD Board of Directors Meeting Minutes*
- b. *Approval to accept the Illinois Department of Commerce and Economic Opportunity (DCEO) PY25 WIOA Apprenticeship Expansion Grant in the amount of \$275,000.*
- c. *Approval to accept the Illinois Department of Commerce and Economic Opportunity (DCEO) PY25 WIOA Rapid Response Grant in the amount of \$350,000.*
- d. *Approval to accept the Illinois Department of Commerce and Economic Opportunity (DCEO) Program Year 2025 Supplemental Grant in the amount of \$232,774.*
- e. *Approval to renew the subrecipient agreement with the College of Lake County (CLC) for the Climate and Equitable Jobs Act (CEJA) Workforce Hub Grant in the amount of \$2,750,000.*
- f. *Approval of revisions to the Job Center of Lake County Memorandum of Understanding.*
 - i. *Motion to approve the consent agenda was made and seconded.*
 - ii. *Motion carried unanimously.*

VI. Other Business / Updates

- a. **Program Updates:** *Staff presented updates on WIOA performance metrics, grant activity, and community engagement. PY24 outcomes exceeded state targets in employment retention and credential attainment.*
- b. **Strategic Partnerships:** *Updates were provided on initiatives with the Manufacturing Alliance, College of Lake County, and United Way of Lake County.*
- c. **Youth Initiatives:** *The Summer Youth Employment Program (SYEP) placed 175 youth at 45 worksites, with over 1,200 applications received.*
- d. **Employer Engagement:** *The Business Services Team reported over 300 employer contacts year-to-date, with strong participation in hiring events and job fairs.*
- e. **Innovation & Visibility:** *Discussion on continued outreach through the Job Center on the Move program and social media strategy to increase community awareness.*
- f. **Presentation:** *Preston Kendall, President of Cristo Rey St. Martin College Prep*
 - i. *Representatives from Cristo Rey St. Martin College Prep shared highlights from their Career Pathways and Work-Study Program, which prepares students for postsecondary success through early exposure to professional work environments.*
 1. *The presentation showcased how the Cristo Rey model aligns with WIOA youth engagement priorities*

2. *Students gain real-world experience with local employers, developing both career readiness and academic persistence.*
3. *Board members commended Cristo Rey for its impact and discussed opportunities for collaboration through employer networks and Job Center connections.*

VII. Member Time

- a. *Dr. Roman commended the committees for alignment around strategic goals and encouraged members to share workforce success stories with their networks.*

VIII. Adjournment

The meeting was adjourned at 9:30 AM.



Lake County Workforce Development Board

Subject:

Approval of 2025 Lake County Workforce Development Board and Committee Meeting Plan

Action:

Authorize approval of the proposed 2025 meeting plan establishing the structure, cadence, and framework for Workforce Development Board and committee meetings, and recommend full Board approval.

Background:

The 2025 meeting plan outlines the proposed frequency, sequencing, and general timing of Board and committee meetings to support consistent engagement, alignment with partner organizations, and compliance with open meeting requirements. This plan provides the framework for scheduling and coordination but does not set specific meeting dates. Final dates will be confirmed and published following approval of the plan.

Key components of the proposed meeting plan include:

- **Workforce Development Board:** Quarterly meetings (February, April, June, September, and December) on Thursday mornings, typically the fourth Thursday except for December (first Thursday).
- **Executive Committee:** Monthly meetings on the third Wednesday morning of each month.
- **Operations Committee:** Quarterly meetings (January, May, August, and October) on Friday mornings, followed by cross-training events.
- **Talent Pipeline Committee:** Quarterly meetings (January, May, August, and October) on Tuesday or Wednesday mornings.
- **Employer Connections Committee:** Quarterly meetings (January, May, August, and October) on Tuesday mornings.
- **Finance and Compliance Committee:** Two meetings per year focused on budget approval and compliance review on Tuesday mornings.

Recommendation:

Approve and recommend the 2025 Workforce Development Board and Committee Meeting Plan to the full Board for final approval, with the understanding that meeting dates may be adjusted as needed to accommodate unforeseen conflicts or scheduling changes.

Workforce Development Board Meetings	
Thursday, February 19, 2026	8:00 AM
Thursday, April 16, 2026	8:00 AM
Thursday, June 25, 2026	8:00 AM
Thursday, September 24, 2026	8:00 AM
Thursday, December 3, 2026	8:00 AM
Executive Committee Meetings	
Wednesday, January 21, 2026	8:15 AM
Wednesday, February 18, 2026	8:15 AM
Wednesday, April 15, 2026	8:15 AM
Wednesday, May 20, 2026	8:15 AM
Wednesday, June 17, 2026	8:15 AM
Wednesday, July 15, 2026	8:15 AM
Wednesday, August 19, 2026	8:15 AM
Wednesday, September 16, 2026	8:15 AM
Wednesday, October 21, 2026	8:15 AM
Wednesday, December 16, 2026	8:15 AM
Operations Committee Meetings	
Friday, January 9, 2026	9:00 AM
Friday, May 8, 2026	9:00 AM
Friday, August 7, 2026	9:00 AM
Friday, October 2, 2026	9:00 AM
Talent Pipeline Committee Meetings	
Wednesday, January 14, 2026	9:00 AM
Wednesday, May 13, 2026	9:00 AM
Tuesday, August 11, 2026	9:00 AM
Tuesday, October 13, 2026	9:00 AM
Employer Connections Committee Meetings	
Tuesday, January 20, 2026	9:00 AM
Tuesday, May 19, 2026	9:00 AM
Tuesday, August 18, 2026	9:00 AM
Tuesday, October 20, 2026	9:00 AM
Finance & Compliance Committee Meetings	
Tuesday, June 2, 2026	8:00 AM
Tuesday, November 17, 2026	8:00 AM



Lake County Workforce Development Board

Subject:

WIOA Sector Strategy for Advancing the Manufacturing Workforce (RFP #25287) – Award Recommendation to Symbol Training Institute

Action:

Authorize staff to enter negotiations with Symbol Training Institute to develop a contract for manufacturing sector training and workforce development services, for an amount up to \$340,000, consistent with the proposal submitted.

Background:

The Lake County Workforce Development Board issued RFP #25287 – WIOA Sector Strategy for Advancing the Manufacturing Workforce in August 2025. The purpose of this solicitation was to expand training capacity, strengthen industry partnerships, and create sustainable pathways to employment in the manufacturing sector. The RFP sought a provider capable of delivering advanced, hands-on training and aligning career pathways with employer demand across precision manufacturing and industrial maintenance.

Following a competitive review and scoring process, Symbol Training Institute has been selected as the recommended awardee. Established in 2005, Symbol is a nationally recognized, employer-driven training provider accredited by the National Institute for Metalworking Skills (NIMS) and the Illinois Board of Higher Education. Symbol partners with more than 360 manufacturing companies throughout the region and maintains an 85% job placement rate, having trained over 2,800 students since inception.

Through this initiative, Symbol will deliver two primary occupational training programs designed to upskill and prepare job seekers for high-demand positions:

- IMT 401: Industrial Maintenance Technician – 204 hours / 17 weeks
- CNC 205: CNC Technology with Quality Control – 192 hours / 16 weeks

Both programs lead to multiple industry-recognized NIMS credentials and prepare participants for roles such as Maintenance Technician, CNC Operator, Quality Control Technician, and Industrial Mechanic. Training will occur at Symbol's Skokie and Addison facilities, with instruction, career coaching, and job placement services offered in collaboration with regional manufacturing employers.

The proposed agreement will utilize \$340,000 in WIOA funding to support participant recruitment, training, career coaching, job placement, and program evaluation consistent with federal Workforce Innovation and Opportunity Act (WIOA) requirements.

Implementation Timeline:

The initiative is anticipated to begin in January 2026 and continue through June 2027. Major milestones will include participant recruitment and enrollment (January–February 2026), training delivery (February 2026–December 2026), and placement, follow-up, and reporting (January–June 2027)

Strategic Alignment:

This initiative directly supports the LCWDB strategic imperatives:

- Create a culture of equitable prosperity – Expanding access to high-quality manufacturing training and employment opportunities.
- Strengthen employer-led partnerships – Engaging manufacturers to co-design training pipelines and support direct hiring.
- Expand workforce access for underrepresented communities – Providing entry points for individuals with limited experience into stable, high-wage careers.
- Prepare for emerging high-growth industries – Building the regional capacity needed to sustain and grow the advanced manufacturing workforce



Lake County Workforce Development Board

Subject:

WIOA Education Sector Strategy – Expanding Parent Mentor Models Through School District Partnerships (RFP #25288) – Award Recommendation to United Way of Lake County

Action:

Authorize staff to enter into negotiations with United Way of Lake County (UWLC) for implementation of the WIOA Education Sector Strategy: Expanding Parent Mentor Models Through School District Partnerships initiative, for an amount not to exceed \$100,000, consistent with the proposal submitted.

Background:

The Lake County Workforce Development Board issued RFP #25288 – WIOA Education Sector Strategy: Expanding Parent Mentor Models Through School District Partnerships in August 2025. The purpose of this solicitation was to strengthen collaboration between the workforce and education sectors through expansion of parent mentor and school engagement models that foster workforce readiness, career awareness, and family economic advancement.

The RFP sought a provider capable of coordinating education-based workforce initiatives that enhance family engagement, promote inclusive learning environments, and support transitions from education to employment.

Following a competitive review and scoring process, United Way of Lake County (UWLC) has been selected as the recommended awardee. United Way of Lake County brings an established network of partnerships with local school districts, strong experience in program coordination, and a proven record of delivering measurable outcomes through its Parent Mentor Program and other family engagement initiatives.

Through this initiative, UWLC will:

- Expand Parent Mentor programs within targeted Lake County school districts to engage parents as classroom and community leaders.
- Deliver job readiness and skill-building workshops that connect families to local employment and training resources.
- Coordinate workforce and education partners to align mentorship, support services, and career pathway exposure.
- Provide program data, evaluation, and continuous improvement reporting consistent with WIOA requirements.

The proposed agreement will utilize \$100,000 in WIOA funding to support program coordination, family engagement, staff training, and evaluation activities.

Strategic Alignment:

This initiative directly supports the LCWDB strategic imperatives:

- Build a culture of equitable prosperity – Strengthening connections between families, schools, and workforce opportunities.
- Expand workforce access for underrepresented populations – Providing direct pathways for parents and caregivers to engage in career development.
- Strengthen system partnerships – Aligning education and workforce systems to support long-term economic mobility.
- Prepare for future workforce needs – Engaging students and families early to promote career awareness and readiness.



Lake County Workforce Development Board

Subject:

WIOA Artificial Intelligence (AI) Workforce Innovation Initiative (RFP #25289) – Award Recommendation to Deloitte Consulting LLP

Action:

Authorize staff to enter negotiations with Deloitte Consulting LLP to develop a contract for implementation of the WIOA Artificial Intelligence (AI) Workforce Innovation Initiative, for an amount not to exceed \$100,000, consistent with the proposal submitted.

Background:

The Lake County Workforce Development Board issued RFP #25289 – WIOA Artificial Intelligence Implementation and Integration of Services in August 2025. The purpose of this solicitation was to identify a qualified partner capable of integrating Artificial Intelligence (AI) tools and strategies to enhance workforce operations, streamline data use, and expand equitable access to emerging technologies.

The RFP sought a provider with proven experience in AI strategy, workforce innovation, and technology implementation to deliver scalable solutions that would support staff, employers, and job seekers through applied learning, system improvement, and sustainable impact.

Following a competitive review and finalist interview process, Deloitte Consulting LLP has been selected as the recommended awardee. Deloitte is a global leader in artificial intelligence and workforce modernization with over 10,000 AI specialists and decades of experience supporting public-sector transformation. The firm brings extensive experience in WIOA modernization efforts, digital government solutions, and workforce development initiatives across Illinois and the nation.

Through this initiative, Deloitte will deliver a comprehensive program designed to strengthen Lake County's workforce ecosystem by:

- Implementing the Deloitte AI Academy learning platform to deliver foundational and advanced AI fluency training.
- Providing over 100 hours of business consultation to help local employers adopt AI tools ethically and effectively.
- Developing an AI Readiness and Impact Report to assess trends across Lake County's major industries.
- Conducting train-the-trainer workshops to build internal staff and partner capacity for sustained program delivery.

- Offering curated content and tools from technology partners such as Google, NVIDIA, and AWS to ensure relevance and access to cutting-edge AI resources.

The proposed agreement will utilize \$100,000 in WIOA funding to support workforce system integration, AI learning delivery, employer engagement, and project evaluation consistent with federal Workforce Innovation and Opportunity Act (WIOA) requirements.

Implementation Timeline:

The initiative is anticipated to begin in January 2026 and continue through June 2027. Major milestones will include initial stakeholder engagement and program design (January–March 2026), training and consultation delivery (April 2026–March 2027), and final reporting and evaluation (April–June 2027).

Strategic Alignment:

This initiative directly supports the LCWDB strategic imperatives:

- Strengthen system innovation and responsiveness – Integrating AI-driven tools to improve efficiency and data-informed decision-making across the workforce system.
- Prepare for emerging high-growth industries – Equipping staff, employers, and job seekers with the skills needed to navigate the evolving technology landscape.
- Build workforce system capacity – Providing training and resources that enhance service delivery, collaboration, and long-term sustainability.
- Advance equity and inclusion – Expanding access to technology and AI learning for all communities within Lake County.