

LCWDB Executive Committee Meeting Agenda

Wednesday, November 5, at 8:15 AM

Job Center of Lake County

1. Call to Order
2. Public Comment
3. Chair Report
4. Consent Agenda
 - a. Approve August 2025 Executive Committee Meeting Minutes [Attachment A](#)
[Attachment B](#)
 - b. Approve updates to the Job Center of Lake County MOU
5. Regular Business
 - 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](#)
 - d. Approval of the 2026 LCWDB Meeting Schedule [Attachment F](#)
6. Strategic Focus
 - Board Networking Meeting
 - The committee will discuss the goals and structure of the December 4 Board Networking Meeting. The conversation will focus on intended outcomes, facilitation roles, and key themes to strengthen Board connection, shared purpose, and strategic alignment heading into 2026.
7. Other Business / Updates
 - a. Overview of DCEO Monitoring Results [Attachment G](#)
 - b. LCWDB Recognition Awards and Events
 - c. Government Shutdown Impact
8. Member Time
9. Adjournment

LCWDB Executive Committee Meeting Minutes

August 20, 2025, at 8:15 AM

Job Center of Lake County

Admin Conference Room

Present: Kevin Considine, Timothy Dempsey, Josh Fischer, Ed Gallagher, Jennifer Harris (Zoom), Marcus Jordan, Dennis Kessler, Dr. Carlotta Roman, Mary Ross-Cunningham, Jennifer Serino, Dr. Lori Suddick, Kimberly Wimer

Absent: Laura Crivlare, Dr. Michael Karner, Dr. Lori Suddick, Dr. Andrew Warrington

- I. **Call to Order**..... **Dr. Carlotta Roman, Chairwoman**
*The meeting was called to order on **Wednesday, August 20, 2025, at 8:19 AM** by Executive Committee Chairwoman Dr. Carlotta Roman.*
- II. **Public Comment**
No public comments were made.
- III. **Chairman’s Report**
Chairwoman Dr. Carlotta Roman acknowledged the committee’s ongoing role in advancing strategic goals and thanked members for their contributions to the recent Board meeting. He emphasized continued focus on budget monitoring, youth programming, and employer engagement.
- IV. **Consent Agenda**
 - *Approve June 2025 Executive Committee Minutes*
 - i. *Motion to approve: Kevin Considine*
 - ii. *Motion seconded: Timothy Dempsey*
 - iii. *Motion carried unanimously*
- V. **Action Items**
 - ***Approval to accept the Illinois Department of Commerce and Economic Opportunity (DCEO) PY25 WIOA Apprenticeship Expansion Grant in the amount of \$275,000.***
 - i. *Motion to approve: Kimberly Wimer*
 - ii. *Motion seconded: Timothy Dempsey*
 - iii. *Motion carried unanimously*

- **Approval to accept the Illinois Department of Commerce and Economic Opportunity (DCEO) PY25 WIOA Rapid Response Grant in the amount of \$350,000.**
 - i. *Motion to approve: Mary Ross-Cunningham*
 - ii. *Motion seconded: Marcus Jordan*
 - iii. *Motion carried unanimously*
- **Approval to accept the Illinois Department of Commerce and Economic Opportunity (DCEO) Program Year 2025 Supplemental Grant in the amount of \$232,774.**
 - i. *Motion to approve: Timothy Dempsey*
 - ii. *Motion seconded: Kevin Considine*
 - iii. *Motion carried unanimously*
- **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.**
 - i. *Motion to approve: Marcus Jordan*
 - ii. *Motion seconded: Kevin Considine*
 - iii. *Motion carried unanimously*
- **Approval to award \$57,600 in Incumbent Worker Training (IWT) funds to LMT Onsrud for apprenticeship training during Program Year 2025.**
 - i. *Motion to approve: Ed Gallagher*
 - ii. *Motion seconded: Kevin Considine*
 - iii. *Motion carried unanimously*
- **Approval to award \$113,900 in Incumbent Worker Training (IWT) funds to Waukegan Community Unit School District #60 for DOL Certified Teacher Apprenticeship Training program during Program Year 2025.**
 - i. *Motion to approve: Timothy Dempsey*
 - ii. *Motion seconded: Mary Ross-Cunningham*
 - iii. *Motion carried unanimously*

VI. Regular Agenda

- **Performance Report Review**
 - i. *Staff provided updates on enrollment, credential attainment, and employer engagement metrics. Enrollment and training outcomes remain on track, with minor variations noted in youth participation levels.*
- **Youth Programming**
 - i. *Updates included rollout of the new \$500,000 RFP for in-school youth career exploration and continued monitoring of the Rosalind Franklin CNA pathway program.*
- **Employer Engagement**
 - i. *Expanded collaboration with chambers of commerce and municipalities has reached over 300 businesses and nearly 1,200 residents this year.*

- **Strategic Communications**

- i. *Committee members reviewed the Board's visibility strategy, emphasizing the importance of storytelling, digital presence, and community-based outreach.*

VII. **Announcements**

- *The full **Board of Directors will reconvene on Thursday, September 25, 2025, at 8:00 AM**, hosted at the College of Lake County.*
- *Workforce Development staff will participate in the Illinois Workforce Partnership Fall Summit in late September.*

VIII. **Updates/Other Items**

- *Members discussed planning for the **2026-2028 Strategic Plan refresh**, with a focus on labor market data, equity in service delivery, and regional collaboration.*
- *Staff provided updates on grant monitoring, fiscal compliance, and upcoming DCEO reviews.*

IX. **Adjournment**

*The meeting was adjourned at **9:27 AM**.*

**Action:**

Approve amendments to the 2025 Memorandum of Understanding (MOU) for the Job Center of Lake County, removing references to Job Corps in compliance with state and federal guidance issued following the federal Job Corps funding pause.

Background:

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Workforce Innovation Board to maintain a Memorandum of Understanding (MOU) with all required one-stop partner programs. The MOU establishes shared service delivery, referral processes, and cost-sharing responsibilities among partners of the Job Center of Lake County.

In May 2025, the U.S. Department of Labor announced a pause in Job Corps operations when contracts at all contractor-operated Job Corps Centers were halted, resulting in a suspension of services for Program Year 2025. In response, the Illinois Department of Commerce and Economic Opportunity (DCEO) Office of Employment and Training directed local areas to remove Job Corps from their active MOU documentation to maintain compliance.

This Amendment to the 2025 MOU revises Sections 1 and 7 to remove Job Corps as a participating required partner, delete its program narrative, and remove related staffing and budget line items. The amendment ensures that the MOU accurately reflects current program participation and funding distribution among remaining partners. All other terms, conditions, and commitments outlined in the original 2025 MOU remain in full force and effect.

Full MOU can be reviewed here: [2025/2026 Job Center of Lake County MOU](#)

Summary of Changes:

- Removal of all Job Corps references from Sections 1 and 7 of the MOU
- Removal of Job Corps from the required partners list, narrative, and budget tables
- Redistribution of Job Corps budget line items among remaining partners
- Addition of the IDES Non-Disclosure Agreement as Attachment 2
- Confirmation that all other provisions of the MOU remain unchanged

Duration:

The revised MOU remains effective from July 1, 2025, through June 30, 2026.



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.



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



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

September 26, 2025

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

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

Dear Jennifer Serino

This letter summarizes the results of the combined fiscal and programmatic monitoring conducted during the period of May 12, 2025 through May 16, 2025 by Kavita Chokshi, Simona Velazquez, Eric Bennett, Carmind Burns, Matt Hillen 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, 2024 through March 31, 2025

The results of the monitoring visit, which were discussed at the exit conference held on September 26, 2025 follow. Findings are labeled by component and element as they appear in our monitoring instrument. The results of the fiscal monitoring appear first, followed by the results of the programmatic monitoring.

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 06/30/2025 (reported on GRS 07/20/2025).

The following data for LWIA 1 indicate the following observations: No areas of concern for this reporting period.

LWIA 1 Funding stream	Total Funds Available	Total Expenditures	Percent of TFA Expended	Total Unexpended
Administration	853,200.31	698,180.80	81.83%	155,019.51
Youth in-school	524,225.02	409,644.93	78.14%	114,580.09
Youth out-of-school	1,614,167.65	1,150,313.09	71.26%	463,854.56

Adult	2,126,949.54	1,812,048.89	85.19%	314,900.65
Dislocated Worker	2,930,671.78	2,420,007.03	82.58%	510,664.75
Total	8,049,214.30	6,490,194.74	80.63%	1,559,019.56

LWIA 1 Obligations – as of 7/23/2025

Funding Stream	PY23	PY24
Youth	102%	99%
Adult	99%	96%
Dislocated Worker	100%	96%

Fiscal Monitoring Results:

Findings #1: Disputed items, unidentified receipts, NSF checks, checks charged back by banks, and similar items subject to normal receipts control are not received and investigated by persons independent of preparation of deposits and posting of accounts receivable detail. This is a violation of the Uniform Guidance at 2 CFR 200.303. Inadequate segregation of duties results in inadequate safeguarding of assets. Reconciled bank totals are not always tied to the cash by the grant. 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.

1-C Bank Reconciliation Questions -The Grantee does not maintain separate bank accounts from the Lake County Treasurer’s office and does not have access to the data necessary to complete bank reconciliations.

Corrective Action #1: Disputed items, unidentified receipts, NSF checks, checks charged back by banks, and similar items subject to normal receipts control must be received and investigated by persons independent of preparation of deposits and posting of accounts receivable detail. It is recommended that LWIA 1 Management collaborate with the Lake County Treasurer’s Office to create a system that allows independent review of the grants’ bank data.

Findings #2: The single audit was not free of findings for the Lake County, Illinois, Report on Federal Awards, November 30, 2023. Specifically, the following are findings identified in the audit that were significant deficiencies that are not considered to be material weaknesses; however, regulations require that any audit findings are to be disclosed.

Corrective Action #2: All audit findings must be resolved in a timely manner. The grantee must provide assurance that all audit findings have been resolved, or the grantee could be placed on high-risk status and/or costs will be questioned.

Programmatic Monitoring Results:

Element: E - Training Services - Youth, Adult, Dislocated Worker, Trade

Findings #1: Same Day Service Case Notes were not entered within 10 days of the service(s) being provided.

Yashira Lopez -XXX-XX-2609 -Seven of 29 Same Day Service case notes were entered after 10 days. Longest lag was 14 months.

Jessica De Niz -XXX-XX-4060 -Four of 10 Same Day Service case notes were entered after ten days. None lagged over 7 weeks.

Briana Johnson -XXX-XX-8591 -Eleven out of 12 Same Day Service case notes were entered after 10 days. The longest lag was about four months.

Elsi Rodriguez -XXX-XX-0119 -12/19/24, 05/13/24 01/10/25, 05/13/25

Miguel Ocampo -XXX-XX-3690 -Three of four Same Day Service Case Notes were entered after the 10 day window. All were entered after approximately 8 weeks.

Christine Ramirez -XXX-XX-0318 -Same Day Service dates and f/u: 06/01/2024; 08/14/2024, 05/01/2024; 06/05/2024.

Patrice Ashford -XXX-XX-7516 -Lapsed same day case notes entered for services listed: 03/11/25; 05/13/25, 06/03/24; 06/26/24, 06/03/24; 10/17/24, 06/03/24; 05/14/25

Kimberly Gonzalez -XXX-XX-9170 -The majority of the case notes for this participant were entered after the 10 day requirement.

Lynette Ventura -XXX-XX-6461 -Case notes for 06/03/24 were entered on 06/25/24.

Valeria Rodriguez Garcia -XXX-XX-6458 -Same day case note for the following periods were not added properly 06/03/24

Daryl Harris -XXX-XX-1271 -Same day case notes for the following months were outside of the requirements: 11/12/24, 08/15/24, 06/13/24

Danielle Humphreys -XXX-XX-2111

Litzy Guadarrama -XXX-XX-5725

Magdiel Albino-Zamudio -XXX-XX-1574

Corrective Action #1: Grantee must enter in Same Day Service Case Notes within 10 days of the service(s) being provided.

Findings #2: There is no documentation in the form of a physical record and/or case note on IWDS that meaningful 2-way communication is occurring with the participant within a 90-day timeframe, per 07-NOT-24, B-3.4.

Karen Nordgren -XXX-XX-4398 -There was a lapse in communication during the period of 08/16/2024 - 05/04/2025

Christine Ramirez -XXX-XX-0318 -There was a lapse in communication during the period of 03/22/24 - 07/16/24. Case Notes stated on 09/13/24 that the customer has been non responsive for 3 months.

Patrice Ashford -XXX-XX-7516 -There was a lapse in communication during the period of 09/27/24 - 12/31/24

Kimberly Gonzalez -XXX-XX-9170 -There was a lapse in communication during the period of 10/31/24 - 03/19/25. Last case note entered was on 05/01/2025.

Lynette Ventura -XXX-XX-6461 -There was a lapse in communication from the period of 03/01/24 - 06/03/24 and another during the period of 8/23/24 - 05/12/25.

Valeria Rodriguez Garcia -XXX-XX-6458 -There was a lapse in communication during the period of 08/23/24 - 05/20/25.

Daryl Harris -XXX-XX-1271 -There was a lapse in communication during the period of 8/2024 - 01/2025

Corrective Action #2: The LWIA must provide documentation in the form of a physical record and/or case note on IWDS that meaningful 2-way communication or service is occurring with the participant within a 90-day timeframe.

Findings #3: Participant has not been appropriately exited from the last date of service.

Christine Ramirez -XXX-XX-0318 -IWDS record has an exit date of 06/01/2024. The case notes record first exit entry was recorded on 09/16/2024.

Kimberly Gonzalez -XXX-XX-9170 -Participant has not been exited despite a lapse of communication for 5 months, last case note entered 05/01/25 and training completion in 07/30/24.

Valeria Rodriguez Garcia -XXX-XX-6458 -Participant successfully completed training 07/29/24 and has not communicated since 08/23/24, yet is still not exited after 90 days of no services.

Corrective Action #3: Grantee must exit participant and record the appropriate date in IWDS.

Findings #4: Case notes were not entered in a timely manner, resulting in multiple excessive delays and/or systemic case note “batching”.

Patrice Ashford -XXX-XX-7516 - Lapsed same day case notes entered for services listed: 06/03/24; 05/14/25; 03/11/25; 05/13/25, 01/20/25; 05/12/25, 01/14/25; 05/12/25

Kimberly Gonzalez -XXX-XX-9170 -Case note: 03/21/25 were entered on 05/13/2025. 06/03/24 were entered 05/14/2025. Majority of the case notes were entered late the two examples above were the most extensive.

Lynette Ventura -XXX-XX-6461 -Case notes for the following were entered late: 04/04/25, 02/25/25, 12/31/24, 11/26/24, 08/01/24, 07/30/24, 06/03/24 x4,03/01/24

Valeria Rodriguez Garcia -XXX-XX-6458 -Case note for Same day service was entered 06/03/24 for supportive services created on 10/17/24.

Litzy Guadarrama -XXX-XX-5725

Corrective Action #4: Grantee must enter case notes in a timely manner to avoid multiple excessive delays and/or prevent systemic case note “batching”.

Findings #5: The following participants’ records are not properly documented. Specifically, the file does not include evidence that the customer is attending the training courses as scheduled.

Christine Ramirez – XXX-XX-0318

Patrice Ashford – XXX-XX-7516

Corrective Action #5: The entity must provide documentation to verify that the training is being provided as outlined in the customers individual employment plan.

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 Kavita Chokshi at (312) 848-2325. Questions regarding the programmatic monitoring should be directed to Lead Monitor Simona Velazquez at (312) 550-0367

Sincerely,

Tamika Chism

Tamika Chism
Office of Employment and Training

Attachments

cc:

Kavita Chokshi

Simona Velazquez

Eric Bennett

Carmind Burns

Matt Hillen

Sandy Hart

Kimberly Wimer

Daniel Newport

Robert Trapp

Demar Harris