

LCWDB Finance & Compliance Committee Meeting Agenda

[Zoom Link](#)

Wednesday, December 10, 2025, at 8:00 AM

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- I. Call to Order**
 - II. Public Comment**
 - III. Chair Report**
 - IV. Regular Business**
 - a. Financial Status and Grant Expenditure Report
 - b. DCEO Combined Monitoring Response Letter [Attachment A](#)
 - V. Strategic Focus: Local Workforce Perspective**

A look at recent labor market and wage trends to explore what's changing for employers and workers in Lake County, and what that means for how we invest and engage today.
 - VI. Other Business / Updates**
 - VII. Member Time**
 - VIII. Adjournment**

Upcoming Meetings



Jennifer Serino
Executive Director

1 North Genesee Street, 1st Floor
Waukegan, Illinois 60085
Phone 847-377-2224

November 21, 2025

Tamika Chism
Fiscal/Programmatic Monitoring Manager
Office of Employment and Training
Tamika.Chism@Illinois.gov

Dear Ms. Chism:

This letter summarizes the responses and corrective actions explained and taken by the Lake County and Lake County Workforce Development Department in response to the DCEO letter dated September 26, 2025, summarizing the findings of the combined fiscal and programmatic monitoring. DCEO conducted a compliance monitoring with the Workforce Innovation and Opportunity Act, the Trade Act and its amendments and other applicable rules, regulations, and policies. The period reviewed during this monitoring was April 1, 2024, through March 31, 2025.

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.

Lake County Corrective Action #1: With regards to disputed items, unidentified receipts, NSF checks, checks charged back by banks, and similar items subject to normal receipts, these items **are** reviewed, investigated and reconciled by staff independent of preparation of deposits and posting of accounts receivable detail. Lake County government has these procedures in place. Specifically, staff at the Finance and Accounting department of Lake County perform these functions, with different staff assigned to bank reconciliations, revenue receipting, and accounts payable, along with other functions. To the extent that there are unresolved items, these may be brought to the attention of Workforce Development staff, however, authority to account for and reconcile these matters rests with the separate and distinct Finance and Accounting department of Lake County. It is also noted that Lake County is subject to an annual external audit by an independent public accounting firm. The external auditors have not brought forward any internal control weaknesses pertaining to these matters in recent audits.

With regards to future fiscal monitoring, in the event personnel from the Illinois Department of Commerce needs to view disputed items, unidentified receipts, NSF checks, checks charged back by banks and similar items subject to normal receipts, staff from the Finance and Accounting department of Lake County will provide these items for review and demonstrate the internal controls in place.

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.

Lake County Corrective Action #2: The Report for Federal Awards, November 30, 2024, did not identify any material weaknesses. A significant deficiency was identified with regards to the timing of recording grant revenue in a prior year. As part of the upcoming fiscal year budget, a Grant Coordinator position has been added to the Finance and Accounting department. This Grant Coordinator will have many responsibilities, one of which is appropriate reporting for grants, consistent with generally accepted accounting principles. In addition, with this new position, the expectation is that there will be no grant-related audit findings in the financial statement audit or the Single Audit. In addition to the Grant Coordinator position, we continue to review and revise our procedures as necessary to enhance the preparation process for our annual financial close.

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.

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

Lake County Workforce Development Corrective Action #1: Workforce Development has completed updating the case notes that were identified as incomplete during the monitoring. Workforce Development is aware of the compliance that same day service case notes must be entered into IWDS within 10 days and will ensure managers and team members are intentionally monitoring this compliance element on a regularly scheduled basis. (Attachment: IWDS screenshots)

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.

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.

Lake County Workforce Development Corrective Action #2: Workforce Development has completed updating the case notes that were identified as incomplete during the monitoring. Workforce Development is aware of the compliance that documentation and/or case notes in IWDS demonstrate meaningful 2-way communication within a 90-day timeframe and will ensure managers and team members are internally monitoring this compliance element on a regular basis. (Attachment: IWDS screenshots)

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

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

Lake County Workforce Development Corrective Action #3: Workforce Development has completed the exit process and recorded the appropriate date in IWDS for the participant files identified during the monitoring. (Attachment: IWDS screenshots)

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

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

Lake County Workforce Development Corrective Action #4: Workforce Development has completed updating the case notes that were identified as incomplete during the monitoring. Workforce Development is aware of the compliance that case notes must be entered into IWDS within 10 days and will ensure managers and team members are internally monitoring this compliance element on a more regular basis. (Attachment: IWDS screenshots)

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.

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

Lake County Workforce Development Corrective Action #5: Workforce Development has provided documentation verifying that training is being provided and has properly updated the participant’s records, (Attachment: Training information and IWDS screenshots)

Thank you to you and the team for working and supporting our team with this monitoring review. If there should be any follow-up or questions, please contact Jennifer Serino at 847-377-2224 or Demar Harris at 847-377-3423.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Serino". The script is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Jennifer Serino
Executive Director

cc: Sandy Hart
Dr. Carlotta Roman
Demar Harris
Patrick Nelson
Kavita Chokshi
Simona Velazquez