

LCWDB Executive Committee Meeting Agenda

Wednesday, January 21, 2026, at 8:15 AM

Job Center of Lake County

- I. **Call to Order**
- II. **Public Comment**
- III. **Chair Report**
- IV. **Consent Agenda**
 - a. October 2025 Executive Committee Meeting Minutes [Attachment A](#)
- V. **Regular Business (ACTION ITEMS)**
 - a. Authorize to award \$79,617 in Incumbent Worker Training (IWT) funds to Polar Wire Products for operational, safety, and leadership training during Program Year 2025. [Attachment B](#)
 - b. Authorize to award \$52,000 in Incumbent Worker Training (IWT) funds to Amcor Flexibles for advanced manufacturing and leadership training during Program Year 2025. [Attachment C](#)
 - c. Approve modifications to Policy 7 - On the Job Training to align with DCEO guidance and to support expanded use of OJT for DOL registered apprenticeship programs. [Attachment D](#)
- VI. **Strategic Focus**

This discussion will use the themes from the Board's December networking and strategy session as a starting point to explore how the workforce system is beginning to operate differently.

Executive Committee members will be asked to reflect on what they see in their interactions with employers, partners, and the broader community, and whether those experiences align with the themes the Board raised at the networking session.
- VII. **Other Business / Updates**
 - a. WIOA Compliance Update: MOU and Local Plan
 - b. Workforce Development & Grant Activity Update
- VIII. **Member Time**
- IX. **Adjournment**

Upcoming Meetings:

LCWB Executive Committee Meeting

- Wednesday, February 18, 2026, at 8:15 AM
- Job Center of Lake County

LCWDB Executive Committee Meeting Minutes
Wednesday, November 5, 2025, at 8:15 AM
Job Center of Lake County

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

Absent: Laura Crivlare, Dr. Michael Karner, Mary Ross-Cunningham, Dr. Andrew Warrington

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

The meeting was called to order on Wednesday, November 5, 2025, at 8:15 AM by Executive Committee Chairwoman Dr. Carlotta Roman.

II. Public Comment

No public comments were made.

III. Chair Report

Dr. Carlotta Roman provided opening remarks and thanked committee members for their continued leadership and engagement. She noted the importance of the Executive Committee's role in maintaining alignment between Board priorities, committee work, and operational execution. The Chair referenced recent committee activity, including the Operations Committee and the joint Talent Pipeline and Employer Connections Committee meeting, and emphasized the need to ensure strategic continuity as planning begins for the next program year.

IV. Consent Agenda

- a. Approve August 2025 Executive Committee Meeting Minutes*
- b. Approve updates to the Job Center of Lake County MOU*
 - i. Motion to approve: Kevin Considine*
 - ii. Motion seconded: Timothy Dempsey*
 - iii. Motion carried unanimously.*

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.*
 - i. *Motion to approve: Dennis Kessler*
 - ii. *Motion seconded: Ed Gallagher*
 - iii. *Motion carried unanimously.*
- b. *Authorize staff to enter negotiations with United Way 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.*
 - i. *Motion to approve: Kimberly Wimer*
 - ii. *Motion seconded: Dr. Lori Suddick*
 - iii. *Motion carried unanimously.*
- 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.*
 - i. *Motion to approve: Kimberly Wimer*
 - ii. *Motion seconded: Kevin Considine*
 - iii. *Motion carried unanimously.*
- d. *Approval of the 2026 Lake County Workforce Development Board Meeting Schedule*
 - i. *Motion to approve: Timothy Dempsey*
 - ii. *Motion seconded: Kevin Considine*
 - iii. *Motion carried unanimously.*

VI. Strategic Focus

a. Board Meeting Preparation – December 4, 2025

- i. *Board staff reviewed the proposed agenda for the December 4, 2025, Board of Directors Meeting, including anticipated action items, presentations, and the planned strategic alignment session.*
- ii. *Discussion included:*
 - 1. *Framing of action items to support clear Board decision-making*
 - 2. *Time allocation between business items and strategic discussion*
 - 3. *Ensuring committee recommendations are presented with appropriate context*

- iii. *Committee members provided feedback and confirmed readiness to advance items to the full Board.*

b. Strategic Alignment and Emerging Themes

- i. *The committee discussed several emerging themes observed across committee work and system operations, including:*
 - 1. *Continued movement toward **skills-based hiring** and workforce strategies*
 - 2. *Importance of strengthening **employer-informed talent pipelines***
 - 3. *Alignment between apprenticeship, work-based learning, and sector strategies*
 - 4. *Preparing the workforce system for evolving employer expectations and labor market conditions*
- ii. *Members emphasized the Executive Committee’s role in reinforcing alignment across committees and supporting long-term strategic direction.*

c. Planning for 2026 Priorities

- i. *Initial discussion occurred around priorities for calendar year 2026, including:*
 - 1. *Strategic Plan refresh preparation*
 - 2. *Board engagement and development*
 - 3. *System sustainability and funding diversification*
 - 4. *Employer engagement at a systems level*
- ii. *These discussions will continue in future meetings and inform Board retreat outcomes.*

VII. Other Business / Updates

a. Overview of DCEO Monitoring Results

- i. *Board staff provided an overview of **recent Illinois Department of Commerce and Economic Opportunity (DCEO)** monitoring activities. The review focused on programmatic and fiscal compliance, documentation standards, and internal controls.*
 - 1. *Board staff reported that the monitoring process was proceeding smoothly, with no significant findings identified to date.*
 - 2. *Any minor technical questions raised by DCEO were addressed promptly by Board staff.*

3. *The committee was informed that results and any follow-up recommendations would be shared with the Board once the monitoring process is formally closed.*
- ii. *Committee members thanked Board staff for their preparation and ongoing compliance efforts.*

b. LCWDB Recognition Awards and Events

- i. *Board staff highlighted recent **statewide and national recognition** received by LCWDB programs and partners.*
 1. *The **Parent Mentor Program**, in partnership with **United Way Lake County**, received recognition from the **Illinois Workforce Innovation Board** for its collaborative design and community impact.*
 2. *Board staff also shared updates on recent and upcoming workforce-related events, including community outreach activities, employer engagement events, and professional convenings.*
- ii. *Committee members expressed appreciation for the recognition and emphasized the importance of continuing to elevate system successes and partner contributions.*

c. Federal Government Shutdown Impact

- i. *Board staff provided an update regarding the potential impact of **a federal government shutdown** on workforce programs.*
 1. *It was reported that **WIOA funding and grant operations were not impacted** by recent federal shutdown discussions, as funding had already been appropriated.*
 2. *Board staff confirmed that program operations, participant services, and employer engagement activities continued without disruption.*
 3. *The committee was advised that staff would continue monitoring federal activity and communicate any changes should funding conditions shift.*
- ii. *Committee members appreciated the update and the proactive communication regarding federal funding stability.*

VIII. Member Time

- a. ***Ed Gallagher** shared updates related to employer engagement and regional workforce activity. He noted ongoing conversations with employers regarding hiring challenges and*

emphasized the continued importance of aligning workforce services with real-time employer needs. He also referenced the value of collaboration between workforce partners to support business demand and job seeker readiness.

- b. **Jennifer Serino** provided updates on partner and community-based initiatives, highlighting continued coordination with education and workforce partners. She emphasized the importance of maintaining strong cross-sector relationships and shared appreciations for the collaborative efforts supporting workforce programs and participants.*

IX. Adjournment

The meeting was adjourned at 9:37 AM.

Motion to approve: Kimberly Wimer

Motion seconded: Timothy Dempsey

Motion carried unanimously.

**Subject:**

Incumbent Worker Training Project Approval – Polar Wire Products – Program Year 2025

Action:

Authorize Awarding \$79,617 in Incumbent Worker Training (IWT) funds to Polar Wire Products for operational, safety, and leadership training during Program Year 2025.

Background:

Polar Wire Products is seeking IWT support to implement a comprehensive training program focused on improving safety, process efficiency, and quality control across its operations. The proposed training includes a mix of technical instruction and leadership development, aligning with the company's goals to strengthen its workforce and support business growth.

This training project is designed to build internal capabilities in lean manufacturing, standardized work, and quality assurance systems. The employer will contribute a 10% match as a cash investment in the training.

Project Details:

- **Funding Source:** WIOA Incumbent Worker Training Funds
- **Project Period:** Program Year 2025
- **LCWD Investment:** \$79,617
- **Employer Match:** 10% (cash contribution)
- **Workers Served:** Incumbent employees across production, logistics, and leadership teams
- **Training Focus:**
 - Forklift Safety Certification
 - Leadership Training
 - TWI – Job Instruction
 - Operational Excellence (Lean Six Sigma)
 - ISO 9001 Quality Management Systems
- **Training Delivery:** Combination of classroom-based, on-site, and certification-based training

Strategic Alignment:

This project supports key LCWDB strategic imperatives to:

- Promote safety, efficiency, and quality in Lake County manufacturing
- Build talent pipelines through upskilling of incumbent workers
- Support industry-led training aligned with continuous improvement
- Expand business engagement and investment in workforce development

Policy Reference:

In accordance with LCWDB policy, any IWT investment over \$50,000 requires Executive Committee approval prior to disbursement.

**Subject:**

Incumbent Worker Training Funding Approval – Amcor Flexibles

Action:

Authorize Awarding \$52,000 in Incumbent Worker Training (IWT) funds to Amcor Flexibles for advanced manufacturing and leadership training during Program Year 2025.

Background:

Amcor Flexibles received \$6,400 in IWT support in PY24 to launch its Extrusion Training initiative. For PY25, the company seeks expanded funding to provide a comprehensive upskilling program for its incumbent workforce. The proposed training plan includes technical instruction on advanced systems, lean process training, and workforce leadership development.

Amcor Flexibles will contribute a 50% match as a direct cash investment in the training.

Project Details:

- **Funding Source:** WIOA Incumbent Worker Training Funds
- **Project Period:** Program Year 2025
- **LCWD Investment:** \$52,000
- **Employer Match:** 50% (cash contribution)
- **Workers Served:** Incumbent production and supervisory employees
- **Training Focus:**
 - TWI – Job Relations
 - TWI – Job Instruction
 - Lean Overview Training with Kaizens
 - Studio 5000 Logix Designer Level 2 & 3
 - Motion Control Fundamentals using Kinetix 5700 Servo Drives
- **Training Delivery:** Combination of on-site and external instruction

Strategic Alignment:

This project supports the LCWDB's strategic imperatives to:

- Advance industry-led workforce solutions
- Support the manufacturing sector through technical skill development
- Strengthen retention and promotion pathways for incumbent workers
- Drive productivity and innovation through lean systems and automation training

Policy Reference:

In accordance with LCWDB policy, any IWT investment over \$50,000 requires Executive Committee approval prior to disbursement.

POLICY 7: ON-THE-JOB TRAINING

I. Purpose

This policy provides information and guidelines to assist the W.D.D. in implementing OJT programs.

II. References

Illinois workNet ePolicy Chapter 7, Section 3: Training Provider and Training Program Eligibility

WIOA Section 134

WIOA Policy 15-WIOA-5.2.1.1

III. Terms

OJT is training that is provided by an employer to a paid participant while engaged in productive work in a job that provides the knowledge or skills essential to the full and adequate performance of the job. OJT programs must provide potential new employees, or active underemployed employees (adults, dislocated workers or eligible youth, when appropriate) with the opportunity to acquire new skills or knowledge essential to job performance.

IV. Policy

a. Funding Guidelines

i. The W.D.D. is responsible for administering the OJT program.

ii. Reimbursement is provided to the employer to pay for the extraordinary cost of the training and additional supervision. The W.D.D. is responsible for negotiating the reimbursement rate based on the hiring hourly wage, the negotiated number of training hours and the negotiated rate of reimbursement.

iii. The allowable reimbursable rate is based on employer size and other qualifying factors:

(1) Employers with 1–50 employees: up to 90% reimbursement

(2) Employers with 51–300 employees: up to 75% reimbursement

(3) Employers with 301+ employees: up to 50% reimbursement

(4) The W.D.D. will negotiate the reimbursement rate based on factors such as the participant's barriers to employment, employer size, wage offered, and whether the training leads to an industry-recognized credential.

(5) OJT contracts may be written for up to 1,040 hours to reflect six months of full-time work and align with DCEO guidance.

~~(0)(6)~~ DOL-registered apprenticeship OJT contracts may extend up to 2,080 hours (12 months) and may be eligible for up to 90% reimbursement, based on justification.

~~iii.—The allowable reimbursable rate cannot exceed a rate of 50% of the hourly wage.~~

~~iv.—Reimbursement rate up to 90% when taking into account the following factors:~~

~~(1)—The characteristics of the participants taking into consideration whether they are individuals with barriers to employment, which is defined as a member of 1 or more of the following populations:~~

~~a.—Veterans~~

~~b.—Displaced homemakers~~

~~c.—Low-Income individuals~~

~~d.—Individuals with disabilities~~

~~e.—Older individuals~~

~~f.—Out-of-School Youth~~

~~g.—Ex-Offenders~~

~~h.—Homeless Individuals~~

~~i.—Participant is unemployed 26 weeks or longer~~

~~j.—The training will lead to an industry recognized credential;
or~~

~~k.—50 or less employees — and all these factors — would
allow for a 90% OJT reimbursement rate~~

~~(2)—The number of full-time employees~~

~~a.—Employer Size and Rate~~

~~i.—1 to 50 employees up to 90% of hourly salary
eligible for reimbursement~~

~~ii.—51–300 employees up to 75% of hourly salary
eligible for reimbursement~~

~~iii.—301 or more employees up to 50% of hourly salary
eligible for reimbursement~~

b. Employer Eligibility

- i. OJT may be provided under a contract with an employer in the public, private non-profit, private sector, which includes staffing agencies that temp to hire. The W.D.D. is responsible Page 17 of 44 Lake County Workforce Development Board Service Policies for ensuring the employer meets the criteria and is suitable for an OJT program.

Employers selected as OJT contractors must meet the following program guidelines:

- (1) The employer must not be involved in a current labor dispute and must not have a history of frequent layoffs.
- (2) The employer must not utilize an OJT contract to displace currently employed workers or to reduce the hours of those employed below their normal schedule.
- (3) An OJT contract cannot be written for a position in which a worker is currently on layoff or for a position that will deny a current worker promotional opportunity.
- (4) The employer must address the skills identified and goals identified within the individualized service employment training plan.
- (5) Temp-to-hire agencies and the host employer will hire the participant within a five-month time frame when utilizing staffing agencies. The placement by the staffing agency must be full-time as defined by the host employer.
- (6) The wage provided by the employer to the OJT participant must be at least equal to the federal, State or local minimum wage (Fair Labor Standards Act), but the W.D.D. will ensure all wages are equitable as it pertains to the identified occupation and training plan.
- (7) Employer is not eligible if the OJT is for seasonal employment.
- (8) Employer must address the skills gaps specific to the individual and there is appropriate supervision.
- (9) Employer must be in a targeted industry identified by the W.D.B. The PY2016 Industry Targets are Healthcare, Manufacturing, Logistics and Transportation, I.T., Finance and Business. Exceptions can be made on a case-by-case basis depending on the local needs of Lake County.

c. Participant Eligibility

- i. An OJT contract may be written for an occupation that requires a period of significant training and instruction to acquire specific skills and knowledge. The W.D.D. is responsible for assessing that the position meets the criteria.
- ii. The position must be in an occupation that is demand, local employer need within the company's given industry, or is anticipated to be in

demand. This will be reviewed by the W.D.D. staff to approve employer demand.

- iii. OJT participants must be determined eligible for each applicable funding source and have worked with the career planner to complete an I.E.P.
- iv. An employee in OJT may work overtime hours, but overtime hours are not eligible for wage reimbursement.
- v. OJT may be used to train an underemployed customer who currently works at the OJT employer only if the OJT elevates that employee to reach at least a self-sufficient wage through skill upgrade training that relates to any of the following:
 - (1) The employee is not earning a self-sufficient wage, which is currently \$14.00/hr. to be determined self-sufficient.
 - (2) The OJT relates to the introduction of new technologies, new production or service procedures, an upgrade to a higher-skilled position requiring the individual to learn additional skills.
 - (3) Other appropriate purposes identified by the LWIA and/or the W.D.B.

d. Customer Eligibility

- i. The W.D.D. is responsible for an individual customer's eligibility, intake and referral; it will evaluate the client's appropriateness and job readiness for the OJT.
 - (1) The individual must meet the current eligibility criteria as defined by WIOA under the adult, dislocated worker or youth definitions.
 - (2) The individual must be 18 years of age or older.
 - (3) The individual must have an I.E.P. documenting that an OJT is an appropriate activity.
 - (4) OJT may be provided to eligible unemployed individuals with WIOA adults, dislocated workers or youth funds.
 - (5) OJT may be provided to eligible employed individuals with WIOA adult funds if the individual's income falls below 185% of the LLSIL for an individual living in Lake County, as published by D.O.L.

e. Training Plan

- i. OJT training is provided to enable an individual to become skilled and knowledge while on the job. OJT is not intended to last until the participant has achieved mastery of the occupation. The W.D.D. is responsible for working with the employer to develop an individualized

skills acquisition training plan. Training plans must incorporate SVP (Specific Vocational Preparation) justification using ONET data.

(1) The OJT plan cannot exceed six months or 1040~~00~~ hours including any additional time spent in related classroom training during which wages are paid to the OJT employee/participant by the OJT contractor/employer.

(2) Training plans may exceed six months or 1040~~00~~ hours in the event of unavoidable and/or authorized absences including holidays, vacations, illness, and/or temporary shutdowns.

~~(2)~~ DOL-registered apprenticeship OJT training plans may extend up to 2,080 hours (12 months), based on SVP justification and documented in the participant file.

f. Monitoring

i. The employer agrees to cooperate with monitoring and reporting efforts as required by WIOA legislation, including award letter questions addressed in the worksite and training plan agreement document and agree to a monitoring during the span of the OJT. The W.D.D. will verify reimbursement requests, hours worked, rate of pay by reviewing invoices, payroll ledgers, and or timesheets, and other documentations that are permitted prior to reimbursement.

ii. SVP documentation must be reviewed before contract approval and included in the participant file