

LCWD Board of Directors Meeting Agenda

Thursday, April 16, 2026, 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. February 2026 LCWD Board of Directors Meeting Minutes [Attachment A](#)
 - b. Approve the revisions to Policy 22: Employer Incentives – Apprenticeships to maintain an ongoing local policy framework for employer incentive payments under the Apprenticeship Illinois Expansion Grant. [Attachment B](#)
 - c. Approve the 2026 modification to the Local and Regional Plans for 2024–2028 for Local Workforce Innovation Area 1, including Chapters 1–3 Regional Components and Chapters 4–6 Local Components, and authorize staff to submit the approved modification package to the State of Illinois in accordance with WIOA and Illinois planning guidance. [Attachment C](#)
 - d. Approve the Program Year 2026 Memorandum of Understanding and cost sharing agreement for the Job Center of Lake County. [Attachment D](#)
- V. Regular Business (ACTION ITEMS)**
 - a. Approve the selection of a One-Stop Operator for the Job Center of Lake County through the completed competitive procurement process and authorize Workforce Development to finalize and execute an agreement for One-Stop Operator services for a three-year term in an amount not to exceed \$46,455 annually. [Attachment E](#)
 - b. Authorize Workforce Development to negotiate Workforce Innovation and Opportunity Act (WIOA) In-School Youth Career Readiness and Work-Based Learning agreements with the following entities selected through an RFP process: Cristo Rey St. Martin College Prep, Lake County Regional Office of

Education, North Chicago Community Unit School District 187, and Grayslake Community High School District 127, in amounts not to exceed \$138,000 each. [Attachment F](#)

- c. Authorize Workforce Development to negotiate renewals with the Lake Zurich Area Chamber of Commerce and the Green Oaks, Libertyville, Mundelein, Vernon Hills Chamber of Commerce, in amounts not to exceed \$75,000 each, based on performance and available funds. [Attachment G](#)

VI. Strategic Focus

- a. No strategic discussion per the Deloitte Presentation after the Board of Directors Meeting.

VII. Other Business / Updates

- a. NAWB Forum Recap
- b. Illinois Workforce Partnership/Association
- c. Lake County Workforce Ecosystem - Lake County Workforce Collaborative
- d. DCEO Monitoring & Lake County Single Audit
- e. State and Federal Updates

VIII. Member Time

IX. Adjournment

Upcoming Meetings:

LCWDB Talent Pipeline Committee Meeting

- Wednesday, May 13, 2026, at 9:00 AM

LCWDB Employer Connections Committee Meeting

- Tuesday, May 19, 2026, at 9:00 AM

LCWD Board of Directors Meeting

- Thursday, June 25, 2026, at 8:00 AM
- College of Lake County – Grayslake Campus (Room C106)

LCWD Board of Directors Meeting Minutes
Thursday, February 19, 2026, at 8:00 AM
College of Lake County – Grayslake Campus
Room A013

Present: John Castillo, Kevin Considine, Timothy Dempsey (Zoom), Carrie Espinosa, Yvette Ewing, Josh Fischer, Ed Gallagher, Laticia Holbert (Zoom), Lisa Johnson, Dr. Carlotta Roman, Carla Schroeder, Jennifer Serino, Quinton Snodgrass, Dr. Lori Suddick, Ken Swanson, Amy Van Strien, Dr. Andrew Warrington

Absent: Laura Crivlare-Maglio, Christian Fernandez, Jennifer Harris, Marcus Jordan, Dr. Michael Karner, Dennis Kessler, Noelle Kischer-Lepper, Troy McIntosh, Kathy Nellis, Dr. Darryl Rader, Mary Ross-Cunningham, Julie Savitt, Dr. Tasha Shell, Kimberly Wimer

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

The meeting was called to order on Thursday, February 19, 2026, at 8:04 AM by Board of Directors Chairwoman Dr. Carlotta Roman.

II. Public Comment

No public comments were made.

III. Chair Report

*Chairwoman Dr. Roman provided several key updates and announcements. She highlighted the upcoming **CEJA Workforce Hub Tour and Completion Celebration**, noting its importance in advancing clean energy workforce initiatives and expanding equitable career pathways.*

*She also shared information on the **2026 Summer Youth Employment Program (SYEP)**, emphasizing its role in providing meaningful work experiences for youth across Lake County and encouraging continued outreach and support.*

Additionally, Dr. Roman noted that a small delegation will be attending the upcoming **National Association of Workforce Boards (NAWB) Forum**, taking place in March, and invited interested members to reach out regarding potential registration availability.

Finally, Dr. Roman introduced and welcomed **new Board member Laticia Holbert of ComEd**, acknowledging her addition to the Board and the value of her perspective and partnership.

IV. Consent Agenda

- a. *December 2025 Board of Directors Meeting Minutes*
- b. *Approve modifications to Policy 7 – On-The-Job Training (OJT) to align with DCEO guidance and to support expanded use of OJT for DOL registered apprenticeship programs.*
- c. *Accept the Illinois Department of Commerce and Economic Opportunity (DCEO) Career Planning Training Academy supporting the Illinois Workforce Development System (IWDS) 2.0 in the amount of \$119,123.05.*
 - i. *Motion to approve: Dr. Andrew Warrington*
 - ii. *Motion seconded: John Castillo*
 - iii. *Motion carried unanimously.*

V. Regular Business (ACTION ITEMS)

- a. *No regular business items were brought to the table.*

VI. Strategic Focus

The Board engaged in a strategic discussion centered on employer engagement and the Board's role in strengthening relationships with the business community. This conversation was built upon themes identified in prior discussions, including the Board retreat and recent feedback sessions.

Board members discussed the importance of developing a more coordinated and intentional approach to employer engagement across the workforce system. Emphasis was placed on aligning services with employer needs, improving communication with business partners, and ensuring that programs are responsive to current and emerging labor market demands.

Board members explored opportunities to enhance engagement through stronger partnerships, increased visibility within the business community, and expanded work-based learning opportunities. The conversation also highlighted the value of leveraging Board members' networks and expertise to support outreach and relationship-building efforts.

Additionally, there was discussion around creating a more seamless system for employers to access workforce services, as well as the importance of gathering and utilizing employer feedback to inform program design and continuous improvement.

Overall, the discussion reinforced the Board's commitment to strengthening employer engagement as a key driver of workforce system effectiveness and regional economic growth.

VII. Other Business / Updates

a. The Workforce Impact Awards

- i. The LCWDB team members shared an update on the upcoming Workforce Impact Awards event, highlighting its purpose in recognizing outstanding contributions and successes across the workforce system. Board members were encouraged to attend and support the event.*

b. Deloitte Presentation at April Board of Directors Meeting

- i. LCWD team members shared that Deloitte Consulting, LLP will present their "AI Research and Impact Report" for Lake County, providing insights relevant to workforce strategy and system development.*

VIII. Member Time

a. Several members shared updates and announcements:

- i. Kevin Considine shared information regarding the **Lake County Partners "Big Event" in April**, highlighting its role in bringing together regional leaders and partners to support economic development and collaboration.*
- ii. Ed Gallagher provided an update on **Pace Bus's Reimagine Network initiative**, noting its impact on regional transportation planning and accessibility for workforce participants.*

- iii. *Dr. Lori Suddick shared information recognizing **Black History Month programming at the College of Lake County**, highlighting ongoing efforts to celebrate and engage the community.*
- iv. *Jeff Hubert, Business Services Manager, announced the upcoming **5th Annual Educator Job Fair**, noting its importance in connecting education professionals with employment opportunities.*

IX. Adjournment

The meeting was adjourned at 9:34 AM.

Upcoming Meetings:

LCWD Board of Directors Meeting

- Thursday, April 16, 2026, at 8:00 AM
- College of Lake County – Grayslake Campus – Room A013

Action:

Approve revisions to Policy 22: Employer Incentives – Apprenticeships to maintain an ongoing local policy framework for employer incentive payments under the Apprenticeship Illinois Expansion Grant.

Background:

Policy 22 establishes the local framework for employer incentives under the Apprenticeship Illinois Expansion Grant. The proposed revisions maintain the policy as an ongoing framework for administration of employer incentives and continue to support the creation, expansion, and sustainability of Registered Apprenticeship Programs. The updated policy retains the existing one-time incentive approach while reflecting current eligibility and administration language for implementation.

The updated policy continues to allow up to 20% of grant funds to be used for one-time employer incentives and maintains the structure under which eligible employers may receive support related to apprenticeship development or expansion. The policy also continues the connection to technical assistance provided by Lake County Workforce Development through apprenticeship support staff.

Policy Update Details:

- Funding Source: Apprenticeship Illinois Expansion Grant
- Policy Purpose: Support the creation, expansion, and sustainability of Registered Apprenticeship Programs
- Incentive Structure: One-time payment for each new RAP or new apprentice hired, contingent upon available funding
- Payment Limit: Incentive not to exceed \$4,000 per employer, depending on available funds and the number of eligible employers
- Eligibility: Employers must be in an active DOL registered apprenticeship program either as a sponsor or a hiring employer, and the eligibility criteria are tied to the current program year
- Administrative Process: Eligible employers receive notification and invoicing instructions for payment

Strategic Alignment:

This revision supports continued administration of apprenticeship incentive funding through a clear local policy framework. It supports employer participation in registered apprenticeship activity and maintains a structure for providing incentive funding tied to apprenticeship development, expansion, and employer engagement.

Policy Reference:

Board approval is requested because Policy 22 serves as the local framework governing employer incentive payments under the Apprenticeship Illinois Expansion Grant.

ACTION ITEM

Approve the 2026 modification to the Local and Regional Plans for 2024–2028 for Local Workforce Innovation Area 1, including Chapters 1–3 Regional Components and Chapters 4–6 Local Components, and authorize staff to submit the approved modification package to the State of Illinois in accordance with WIOA and Illinois planning guidance.

RELATED DOCUMENTS

- ◆ [LWIA 1 Local Plan](#)
- ◆ [Northeast Regional Plan](#)

BACKGROUND

Illinois requires each local workforce area to submit a plan package that includes both the Regional Plan components developed through the regional planning process and the Local Plan components developed by the local area. The package must follow the State’s planning guide structure and be approved by the Local Workforce Development Board prior to submission.

Staff completed the required planning process, including coordination with regional partners and incorporation of required local planning elements. The plan package was posted for public comment in accordance with Illinois guidance, and no public comments were received. The final submission includes the Regional and Local Plan components, the Service Integration Self-Assessment, and required appendices consistent with State requirements.

Approval of this item authorizes submission of the complete Program Year 2026 Regional and Local Plan package and affirms the Board’s direction for workforce strategy, service integration, and system oversight across the region and within Lake County.

STRATEGIC ALIGNMENT

This action supports the Board’s governance responsibilities by affirming system direction, partner alignment, and accountability for workforce investments, service integration, and performance outcomes across the plan period.

ACTION ITEM

Approve the Program Year 2026 Memorandum of Understanding and cost sharing agreement for the Job Center of Lake County.

RELATED DOCUMENTS

- [Memorandum of Understanding](#)
- [Summary of Cost Sharing Agreement](#)
- [2026 OSO Budget](#)

BACKGROUND

The Workforce Innovation and Opportunity Act requires each local workforce area to maintain a Memorandum of Understanding with required one-stop partners that describes partner roles and responsibilities, service delivery and access, infrastructure funding, shared system costs, and One-Stop Operator coordination.

Program Year 2026 begins a new three-year MOU cycle covering the period July 1, 2026 through June 30, 2029. The cost sharing agreement and annual shared cost budget included with the MOU cover the period July 1, 2026 through June 30, 2027.

The MOU and cost sharing agreement were developed through the required local partner review and negotiation process. Required one-stop partners participated in review of the document, draft materials were shared for partner input, and feedback received was incorporated into the final version as appropriate.

The cost sharing agreement includes the FTEs, budget, and partner contributions that support operation of the Job Center of Lake County, including shared infrastructure costs, shared delivery system costs, and One-Stop Operator costs.

Board approval is requested so the MOU, cost sharing agreement, and related documents can be finalized, executed, and submitted as required.

STRATEGIC ALIGNMENT

This action supports the Board's responsibilities related to partner alignment, shared accountability, service integration, and maintenance of an effective and accessible one-stop delivery system.

ACTION ITEM

Approve the selection of a One-Stop Operator for the Job Center of Lake County through the completed competitive procurement process and authorize Workforce Development to finalize and execute an agreement for One-Stop Operator services for a three-year term in an amount not to exceed \$46,455 annually.

RELATED DOCUMENTS

- [Request for Proposals as published](#)

BACKGROUND

The Workforce Innovation and Opportunity Act requires each local workforce area to procure or designate a One-Stop Operator to coordinate service delivery among required one-stop partners. Lake County completed the procurement process for One-Stop Operator services for the Job Center of Lake County, including issuance of the Request for Proposals, completion of the review process, and recommendation of a selected respondent through the local evaluation process. Approval of this item authorizes Workforce Development to finalize and execute an agreement for One-Stop Operator services consistent with the completed procurement process, funding availability, and required approval steps.

STRATEGIC ALIGNMENT

This action supports the Board's responsibilities related to one-stop system oversight, partner coordination, service integration, and accountability for the effective operation of the workforce system.

ACTION ITEM

Authorize Workforce Development to negotiate Workforce Innovation and Opportunity Act (WIOA) In-School Youth Career Readiness and Work-Based Learning agreements with the following entities selected through an RFP process: Cristo Rey St. Martin College Prep, Lake County Regional Office of Education, North Chicago Community Unit School District 187, and Grayslake Community High School District 127, in amounts not to exceed \$138,000 each.

RELATED DOCUMENTS

- [Request for proposals as published](#)

BACKGROUND

Lake County Workforce Development Board released a Request for Proposals for Workforce Innovation and Opportunity Act (WIOA) In-School Youth Career Readiness and Work-Based Learning to support career exploration, work-based learning, and stronger connections between education, employment, and future training opportunities for eligible youth.

Nine proposals were received and reviewed by an evaluation team of Workforce Development staff and Workforce Board member. Based on the proposal review process, it was recommended to move forward with negotiating agreements with Cristo Rey St. Martin College Prep, Lake County Regional Office of Education, North Chicago Community Unit School District 187, and Grayslake Community High School District 127. Each agreement would be negotiated in an amount not to exceed \$138,000, subject to successful negotiation, available funding, and completion of required approval steps.

The RFP Intent:

- Eligible entities: Lake County High Schools and eligible youth-serving entities
- Enrolling graduating high school seniors, emphasizing work-based learning and leadership development.
- Successful programs and partners will equip students with the skills, career awareness, and support needed to pursue education, employment, or military service.
- Programs must operate in alignment with regional labor market demand, build strong employer connections, and work in collaboration with school personnel, families, communities, local employers and key stakeholders to ensure a consistent and supported pathway.
- Total Available Funding: \$550,000
- Award Amount per Agency: Not exceeding \$138,000
- Duration: 12 -14 months based on starting date with ending date no later than June 30, 2027

Workforce Development will proceed with negotiations on scope, performance expectations, budget, and agreement terms with the recommended agencies.

STRATEGIC ALIGNMENT

This action supports the Board's priorities to strengthen youth career pathways, expand access to work-based learning and career readiness opportunities, align investments with community need, and ensure youth funds are directed through a deliberate and accountable review process.

ACTION ITEM

Authorize Workforce Development to negotiate renewals with the Lake Zurich Area Chamber of Commerce and the Green Oaks, Libertyville, Mundelein, Vernon Hills Chamber of Commerce, in amounts not to exceed \$75,000 each, based on performance and available funds.

RELATED DOCUMENTS

- [Lake Zurich Area Chamber of Commerce Outcomes Report 2026](#)
 - 2026, summary of outreach, employer engagement, and workforce promotion activities completed through the GLMV Chamber partnership.
- [GLMV Chamber of Commerce Outcome Report 2026](#)
 - Summary of outreach, business advocacy, employer engagement, and workforce promotion activities completed through the Lake Zurich Area Chamber partnership.

BACKGROUND

The Lake Zurich Area Chamber of Commerce and the Green Oaks, Libertyville, Mundelein, Vernon Hills Chamber of Commerce are requesting renewal of their Chamber of Commerce Initiative Grant agreements to continue employer outreach, business engagement, and promotion of workforce resources across multiple Lake County business networks.

During the current grant period, both chambers supported outreach to employers and increased awareness of Lake County Workforce Development programs and services through business advocacy, events, marketing, and direct employer-facing activity. Renewal is recommended to allow Workforce Development to continue these partnerships while negotiating updated scope, deliverables, and expectations for Program Year 2026.

This action provides authority for Workforce Development to negotiate renewal terms with each chamber, in amounts not to exceed \$75,000 each, based on performance and available funds.

STRATEGIC ALIGNMENT

This action supports the Board's priorities related to employer engagement, strategic partnership development, and stronger alignment between workforce services and business needs across Lake County.