

LCWDB Executive Committee Meeting Agenda

Wednesday, April 15, 2026, at 8:15 AM

Job Center of Lake County

- I. **Call to Order**
- II. **Public Comment**
- III. **Chair Report**
- IV. **Consent Agenda**
 - a. February 2026 Executive Committee Meeting Minutes [Attachment A](#)
 - b. 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. [Attachment B](#)
- V. **Regular Business (ACTION ITEMS)**
 - a. 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](#)
 - b. Approve the Program Year 2026 Memorandum of Understanding and cost sharing agreement for the Job Center of Lake County. [Attachment D](#)
 - c. 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](#)
 - d. 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](#)

- e. 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. Employer Engagement
 - i. Industry Sector Partnerships

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 Executive Committee Meeting

- Wednesday, May 20, 2026, at 8:15 AM
- Job Center of Lake County

LCWDB Executive Committee Meeting

- Wednesday, June 17, 2026, at 8:15 AM
- Job Center of Lake County

LCWD Board of Directors Meeting

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



LCWDB Executive Committee Meeting Minutes
Wednesday, February 18, 2026, at 8:15 AM
Job Center of Lake County

Present: Kevin Considine, Laura Crivlare (Zoom), Ed Gallagher, Marcus Jordan (Zoom), Dr. Michael Karner (Zoom), Dennis Kessler, Dr. Carlotta Roman, Jennifer Serino, Dr. Lori Suddick, Dr. Andrew Warrington, Josh Fischer

Absent: Timothy Dempsey, Jennifer Harris, Mary Ross-Cunningham, Kimberly Wimer

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

The meeting was called to order on Wednesday, February 18, 2026, at 8:19 AM by Executive Committee Chairwoman Dr. Carlotta Roman.

II. Public Comment

No public comments were made.

III. Chair Report

Chairwoman Dr. Roman welcomed members and provided brief remarks, highlighting ongoing workforce initiatives and the importance of continued collaboration across committees and partners.

IV. Consent Agenda

a. January 2026 Executive Committee Meeting Minutes

i. Motioned to approve: Kevin Considine

ii. Motion seconded: Dennis Kessler

iii. Motion carried unanimously.

V. Regular Business (ACTION ITEMS)

There was no regular business for the table.

VI. Strategic Focus

The committee engaged in a strategic discussion utilizing themes identified during the Workforce Board's December networking and strategy session. The conversation focused on how the workforce system is evolving and beginning to operate differently in response to changing economic conditions and workforce needs.

LCWD team members provided an overview of key takeaways from the breakout sessions, including the importance of strengthening employer engagement, enhancing cross-sector collaboration, and continuing to build accessible and flexible career pathway opportunities.

Committee members discussed the need to move toward a more skills-based and demand-driven system, emphasizing work-based learning, employer partnerships, and alignment with high-growth industries. There was also discussion around improving coordination across committees and programs to ensure a more seamless and efficient workforce system.

Additionally, Additionally, members highlighted the importance of innovation and adaptability, particularly in response to funding changes and emerging workforce trends. The use of data to inform decision-making and measure impact was also emphasized as a critical component of future planning.

Overall, the discussion reinforced the Board’s commitment to strategic alignment, system integration, and continuous improvement.

VII. Other Business / Updates

a. Local and Regional Plan Published for Public Comment – Monday, February 23, 2026

- i. Staff shared that the Local and Regional Plans will be released for public comment on February 23, 2026. Members were encouraged to review and share feedback.*

b. In-School Youth and OSO RFP Published in March 2026

- i. An update was provided regarding the release of the In-School Youth and One-Stop Operator (OSO) Request for Proposals. Staff noted timelines and next steps in the procurement process.*

c. The Workforce Impact Awards Ceremony – Thursday, April 2, 2026

- i. LCWD team shared details regarding the upcoming Workforce Impact Awards Ceremony and encouraged participation. The event will recognize key partners and achievements across the workforce system.*

d. Deloitte Presentation following April Board of Directors Meeting – Thursday, April 16, 2026

- i. The Committee was informed that Deloitte will provide a presentation at the April Board meeting. Additional details will be shared in advance.*

e. Legislative Points of Discussion

- i. LCWD team provided updates on relevant legislative topics and emphasized the importance of monitoring policy developments that may impact workforce programming and funding.*

VIII. Member Time

- a. Board Member Kevin Considine shared information regarding the upcoming Lake County Partners “The Big Event” scheduled for April 24, 2026. Kevin noted that the event will bring together regional leaders, businesses, and community partners to support economic development, collaboration, and investment across Lake County. Kevin emphasized the importance of this event as an opportunity to strengthen partnerships, promote regional growth, and showcase the collective work being done across the business and workforce ecosystem.*

IX. Adjournment

The meeting was adjourned at 9:32 AM.

Upcoming Meetings:

LCWD Board of Directors Meeting

- *Thursday, February 19, 2026, at 8:00 AM*
- *College of Lake County – Grayslake Campus, Room A013*

LCWDB Executive Committee Meeting

- *Wednesday, April 15, 2026, at 8:15 AM*
- *Job Center of Lake County*

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.