LCWDB Finance & Compliance Committee Meeting Minutes

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

Zoom

Present: *Timothy Dempsey, Kathy Nellis, Dr. Carlotta Roman Jennifer Serino, Dr. Andrew Warrington, Kimberly Wimer*

Absent: *Marcus Jordan*

I. **Call to Order…………………………………………………………………… Chairman, Dr. Andrew Warrington**

The meeting was called to order on Wednesday, December 10, 2025, at 8:02 AM by Finance & Compliance Committee Chairman Dr. Andrew Warrington.

II. **Public Comment**

No public comments were made.

III. **Chair Report**

Chairman Dr. Andrew Warrington provided brief opening remarks, emphasizing the importance of strong fiscal oversight and continued compliance with state and federal workforce requirements. Chairman Dr. Warrington also acknowledged ongoing efforts to strengthen internal controls and maintain transparency across all funding streams.

IV. **Consent Agenda**

  a. *June 2025 LCWDB Finance & Compliance Committee Meeting Minutes*
  b. *December 2025 Finance & Compliance Committee Meeting Minutes*

V. **Regular Business**

  a. ***Financial Status and Grant Expenditure Report***
    i. *LCWD team members presented an overview of the current financial status, including:*
      1. *Grant expenditures and budget alignment*
      2. *Spending trends across workforce programs*
      3. *Ongoing monitoring of funds to ensure effective and compliant utilization*
    ii. *Discussion focused on maintaining fiscal responsibility and aligning expenditures with strategic workforce priorities.*

  b. ***DCEO Combined Monitoring Response Letter***

i. *LCWD team members reviewed the response to the Illinois Department of Commerce and Economic Opportunity (DCEO) combined fiscal and programmatic monitoring. Key highlights included:*
   1. ***Fiscal Findings & Response:***
      a. *Clarification of internal controls within the Lake County Finance and Accounting Department*
      b. *Explanation of segregation of duties and reconciliation processes*
      c. *Acknowledgement of audit findings and steps taken to strengthen grant reporting, including the addition of a Grant Coordinator position*
   2. ***Programmatic Findings & Corrective Actions:***
      a. *Timeliness of case note entry in IWDS*
      b. *Documentation of participant engagement and communication*
      c. *Proper participant exit procedures*
      d. *Improvements to documentation of training participation*

ii. *Staff emphasized that corrective actions have been completed, and internal monitoring processes have been strengthened to ensure ongoing compliance.*

VI. Strategic Focus: Local Workforce Perspective

a. *The committee engaged in a strategic discussion centered on labor market and wage trends in Lake County, including:*
   i. *Shifts in employer demand and workforce needs*
   ii. *Wage growth and its impact on job seekers and employers*
   iii. *Implications for workforce investment strategies and program design*

b. *Discussion emphasized the need to align funding decisions with evolving labor market conditions and to ensure workforce programs remain responsive to both employer and job seeker needs.*

VII. Other Business / Updates

a. *LCWD team members provided general updates related to:*
   i. *Workforce Development Department activities*
   ii. *Grant administration and compliance efforts*
   iii. *State and federal workforce updates impacting funding and program operations*

VIII. Member Time

a. *No announcements were shared at this meeting.*

IX. Adjournment

The meeting was adjourned at 9:09 AM.