



Kane County

KC Jobs Committee

Agenda

Government Center
719 S. Batavia Ave., Bldg. A
Geneva, IL 60134

LEWIS, ALLAN, Bates, Penesis, Strathmann, Young, ex-officios Roth (County Vice Chair)
and Pierog (County Chair)

Friday, January 16, 2026

10:30 AM

County Board Room

2026 Committee Goals

- Goals from the July Jobs Committee meeting
 - Revise County Code Definition of the Jobs Committee
 - Economic Development Strategic Plan - Begin implementation of the strategies recommenced by the Kane County Economic Development Strategic Plan
 - Regional Partnerships - Continue to work with the Greater Chicagoland Economic Partnership and other regional partners on economic development activities
 - Local Economic Development Programs - Continue to meet the objectives of the active ARPA Programs and Grant Programs while actively seeking new opportunities to enhance current programming
- Support for Jobs Committee focusing on the Six Priorities
- Implement the Economic Development Strategic Plan for Kane County
- Implement approved ARPA projects
 - oKane County Economic Development Organization - Launch
 - oFabulous Fox! Water Trail - Launch sites and marketing
 - oFarmer Grants – staff managed grants to local food farmers
 - oTourism – with CVB's
 - oManufacturing – with IMEC
- Support the Kane County Economic Development Organization
- Support County's role in the Greater Chicagoland Economic Partnership
- Continue to strengthened partnerships with economic development efforts by the State of Illinois, municipalities, chambers of commerce and economic development groups
- Continue to network and development partnership for the future Hydrogen economy
- Renew "Made and Kane" series in Kane County Connects featuring companies and products that are made in Kane County
- Continue to apply for additional outside grants

-
- 1. Call To Order**
 - 2. Roll Call**
 - 3. Remote Attendance Requests**
 - 4. Approval of Minutes: November 14, 2025**
 - 5. Public Comment**
-

6. Jobs Committee Priorities

- A.** Workforce Ready: High School Initiatives Powering Kane County's Economy (Terry Stroh, Director-Northern Kane County Regional Vocational System)
- B.** Kane County Economic Development Initiatives Staff Updates

7. Office of Community Reinvestment - Workforce Development Division

- A. Resolution:** Authorizing the Creation of a Program Training Specialist Position in the Workforce Development Department Funded Through the Workforce Innovation and Opportunity Act (WIOA)
- B. Resolution:** Authorizing the Creation of a Senior Staff Accountant Position in the Workforce Development Department Funded Through the Workforce Innovation and Opportunity Act (WIOA)

8. New Business**9. Reports Placed On File****10. Executive Session**

- A.** Release of Closed Session Minutes

11. Return to Open Session

- A.** Vote of Release of Closed Session Minutes

12. Adjournment

STATE OF ILLINOIS)

SS.

COUNTY OF KANE)

PRESENTATION/DISCUSSION NO. TMP-26-014

WORKFORCE READY: HIGH SCHOOL INITIATIVES POWERING KANE COUNTY'S ECONOMY (TERRY STROH, DIRECTOR-NORTHERN KANE COUNTY REGIONAL VOCATIONAL SYSTEM)





strong communities, strong schools

CTE



Northern Kane County
REGION 110
EDUCATION THAT WORKS

Workforce Ready: High School Initiatives Powering Kane County's Economy

January 16, 2026



INTRODUCTION OF PRESENTERS

Nancy Coleman
Executive Director
Alignment Collaborative for Education

Terry Stroh
Director
Northern Kane County Region 110

Dr. Todd Stirn
Work-Based Learning Specialist
Northern Kane County Region 110



ALIGNMENT'S VISION AND SCOPE

Vision:

Investing in youth to ensure the future strength of the community and its workforce.

Scope:

Offering future workforce development across 12 industry clusters in ten different communities with Elgin the largest of those communities.

Goal:

Prepare students to graduate academic and career ready.

Importance to the future economy of the region and state:

Encompasses second largest school district in Illinois, School District U-46, joined with the regional school districts 300, 301 and 303, to graduate over 5,000 seniors annually.

WHAT IS ALIGNMENT'S ROLE IN PARTNERING WITH THE SCHOOL DISTRICTS?

- Sustain and grow the partner base of over 200 organizations representing these 12 industry clusters.
- Serve as the facilitator to link schools with the business community.
- Design work-based learning programming representative of the region's growing workforce development needs.
- Introducing students to meaningful employment and career opportunities that lead to high demand, high wage careers.



ALIGNMENT'S PROGRESS IN FY 2024-25

OVER *>40% Increase!*
15,000
Middle & High School
STUDENTS SERVED

35%
VOLUNTEER HOURS
13,258
COMMUNITY INVESTMENT RETURN
\$894,915

ALIGNMENT'S PARTNERS:



Northern Kane County
REGION 110
EDUCATION THAT WORKS



Numbers do not include summer internships for 2025, which will be reported as part of FY 2025-26



Northern Kane County
REGION 110
EDUCATION THAT WORKS

CTE Pathways =
The Workforce of
Tomorrow



TODAY'S WORKFORCE REQUIREMENTS

Employers are becoming less likely to include education requirements in job postings

Based on lowest educational requirement mentioned in job posting

Education level	Jan 2019	Jan 2024	Change (PPT)
No education mentioned	48.4%	52.4%	4.0
High school diploma or below	27.1%	25.9%	-1.2
Trade school or some college	0.5%	0.5%	0.0
Associate degree	3.6%	3.3%	-0.3
Bachelor's degree or above	20.4%	17.8%	-2.6

Source: Indeed. Data adjusted for changes in occupational mix over time and based on lowest requirement mentioned





CLOSING THE ACHIEVEMENT GAP (GRADUATION RATE)

School District U-46	Overall Grad. Rate	CTE Grad. Rate	Difference
All students	87.3	94.7	+7.4
African American	79.8	90.4	+10.6
Hispanic	84.8	94.1	+9.3
Caucasian	92.4	95.8	+3.4

CUSD 300	Overall Grad. Rate	CTE Grad. Rate	Difference
All students	95.9	98.5	+2.6
African American	93.8	97.8	+4.0
Hispanic	94.7	98.7	+4.0
Caucasian	96.9	98.1	+1.2



Northern Kane County
REGION 110
EDUCATION THAT WORKS

IMPACT ON THE REGION

Average cost of a high school dropout =
\$292,000 over the course of that
individual's lifetime

Lost tax revenue between \$60-100K per
dropout over the course of their lifetime

Funds going back into the region based on
higher graduation rates:

- **\$150,380,000** over the lifetime of each
graduating class
- **\$2,500,000** per year



Northern Kane County
REGION 110
EDUCATION THAT WORKS

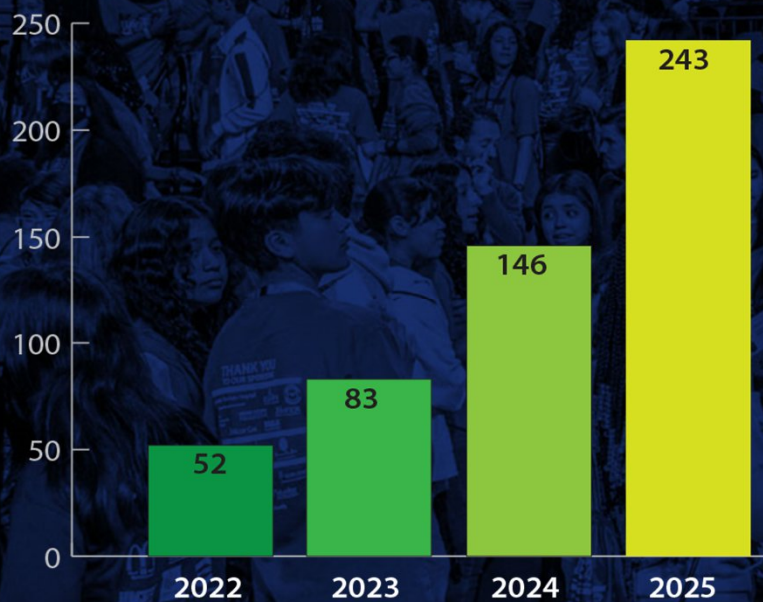
SUMMER INTERNSHIP PROGRAM

SUMMER INTERNSHIP PROGRAM

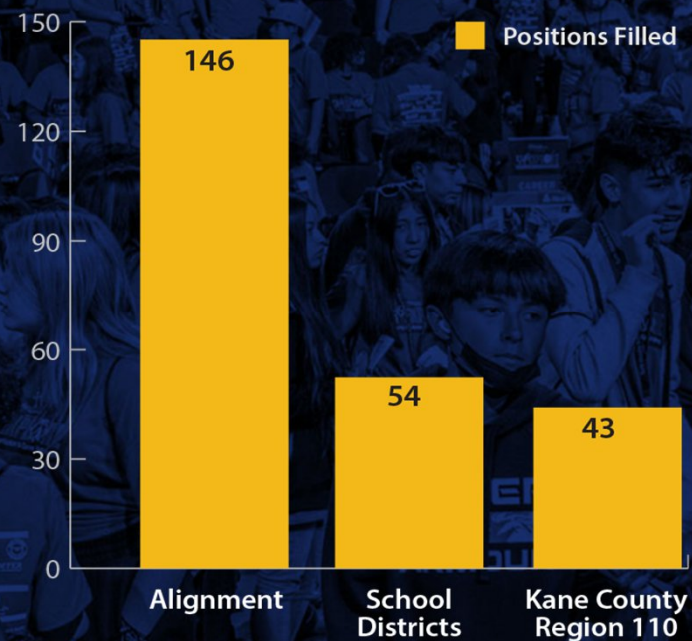
Recruitment and Placement



INTERNSHIP POSITIONS FILLED



INTERNSHIP RECRUITMENT GROWTH



SUMMER INTERNSHIP

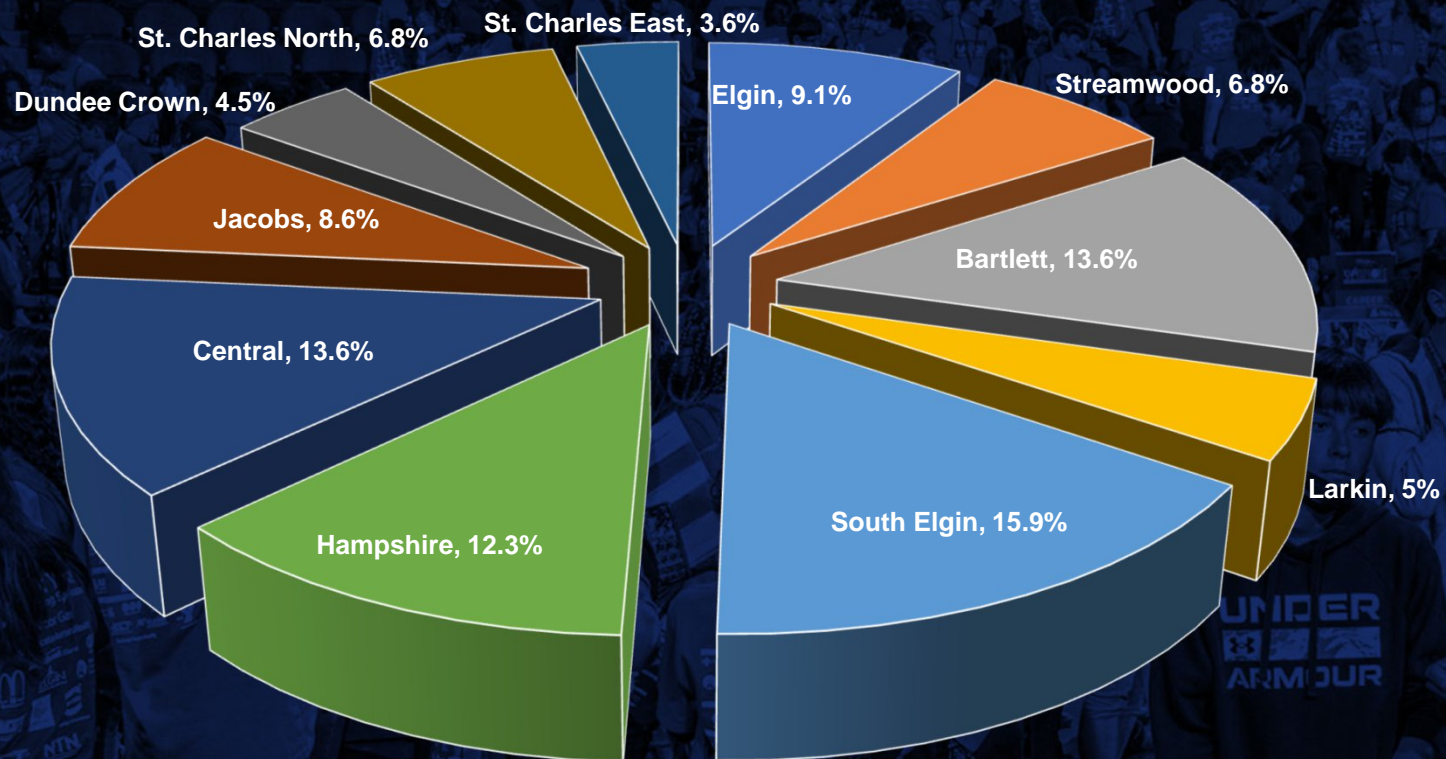
Industry and District Summary



66% Growth

Internship Industry Cluster	District 300	District 301	District 303	District U-46	Total Interns
Automotive	3	1	2	10	16
Culinary	1	0	0	8	9
Business	2	11	4	20	37
Education	16	7	2	17	42
Engineering & Manufacturing	14	2	11	16	43
First Responder	3	1	0	16	20
Healthcare	9	9	6	20	44
IT Technology	8	1	1	15	25
Human Services	0	0	0	1	1
Veterinary Science	4	2	0	0	6
Totals by District	60	34	26	123	243

INTERN DISTRIBUTION BY HIGH SCHOOL



COMMUNITY INVESTMENT



SUMMER INTERNSHIP PROGRAM

55 ORGANIZATIONS
243 PAID INTERNSHIP OPPORTUNITIES
> \$240,000
BUSINESS, COMMUNITY &
SCHOOL PARTNER INVESTMENT



VOLUNTEER HOURS

14,580

INTERNSHIP INVESTMENT RETURN

\$729,000

66%

NEW INTERN HOSTS & PROGRAMS



Advanced Compressors
Advocate Sherman Medical Assisting Internship in Outpatient Facilities
Advanced Preschool
Anderson Humane Clinic
Athletico - Bartlett and West Schaumburg Clinics
City of Elgin – First Responder with Fire and Police
City of Elgin Public Administration
Elgin Symphony Orchestra
Explore Elgin Area
Golden Corridor YMCA – Mural Art Team Project
KS Autocare
Microsoft IT Fundamentals with Opiquad and District 301
Northern Illinois Special Recreation Association
Pet Vet Tech Clinic
Rosati's - Accounting, Marketing, and Operations
Service Concepts
Shales McNutt Construction
Two Rivers Head Start
Well Child Center Dental Program





Northern Kane County
REGION 110
EDUCATION THAT WORKS

OPPORTUNITIES FOR GROWTH

- Internship Placement Expansion
 - Healthcare
 - IT and AI
 - Criminal Justice/Law
 - Public Works
 - Water Reclamation
- Networking
 - Career Fairs
 - Senior Job Fair
 - Advisory Boards
 - Support of in-school pathways

EMPOWERING TOMORROW'S WORKFORCE





Northern Kane County
REGION 110
EDUCATION THAT WORKS

BOARD ENGAGEMENT REQUESTS

- Establish a strong partnership with municipalities and county government
 - We invite Board members to visit CTE programs
- Internship Placement Expansion
 - Provide internships within municipalities and county government
 - Increased funding for internship stipends



QUESTIONS AND CONTACT INFORMATION

Nancy Coleman - Executive Director for the Alignment Collaborative for Education -
colemanace@align4edu.org

Terry Stroh - Director for the Northern Kane County Regional Vocational System -
terry.stroh@central301.net

Dr. Todd Stirn – Work-Based Learning Specialist for the Northern Kane County Regional Vocational System - t.stirn@central301.net



Northern Kane County
REGION 110
EDUCATION THAT WORKS

Thank you for the opportunity
to share information with you.
We appreciate your partnership.

STATE OF ILLINOIS)

SS.

COUNTY OF KANE)

PRESENTATION/DISCUSSION NO. TMP-26-013

KANE COUNTY ECONOMIC DEVELOPMENT INITIATIVES STAFF UPDATES

Illinois Celebrates Economic Development Milestones in 2025

State incentive program investments drive a record \$13 billion

CHICAGO – Today, Governor JB Pritzker and the Illinois Department of Commerce and Economic Opportunity (DCEO) released data highlighting record-breaking economic development milestones from 2025. Guided by Governor Pritzker’s strategic economic growth plan, Illinois reached a record \$13 billion in incentivized investments, delivered record tourism accomplishments, and marked major milestones in key sectors, including quantum, while making continued investments in small businesses and workforce development.

“Illinois’ year of record-breaking economic growth didn’t happen by accident – it was driven by smart targeted investments, fiscal discipline and a clear vision for long term growth,” **said Governor JB Pritzker**. “We’re attracting record levels of private sector investments, creating good-paying jobs in every region of the state, and leading the nation in emerging industries like quantum, clean energy, and advanced manufacturing - and we are just getting started. By continuing to invest in innovation, workforce development, and small businesses, Illinois is positioning itself to compete and win in the global economy for decades to come.”

“Whether people are coming for work or play, the message is clear: Illinois is a destination,” **said Lieutenant Governor Juliana Stratton**. “Strategic investments are fueling record growth and opening doors for families and communities across our state. The future of Illinois is bright!”

“The State of Illinois’ record-breaking investments and growth are strengthening our position as a global economic powerhouse,” **said DCEO Director Kristin Richards**. “From launching new incentive programs, to providing critical support to small businesses through legacy programs, and topping national economic development rankings, momentum continues to grow in Illinois.”

Illinois’ Incentivized Investments Continue to Grow

Over the last year, total company investments bolstered by DCEO’s key incentive programs grew to a record \$13 billion. This includes Economic Development for a Growing Economy (EDGE), Reimagining Energy and Vehicles (REV), Manufacturing Illinois Chips for Real Opportunity Act (MICRO), the Data Center Tax Credit Program, and the High Impact Business (HIB) program.

EDGE and REV – the state’s most active incentive programs – continued to drive strong results, with companies committing 2,900 new jobs and retaining 3,700 existing jobs. With competitive incentives, modernized infrastructure, unmatched transportation, and an abundant and highly qualified workforce, Illinois continues to attract and retain companies making large-scale, long-term investments.

Notable REV agreements from 2025 include Pure Lithium Corporation relocating its entire next-generation battery technology operations from Boston to Chicago, and electric bus company Damera Corporation pledging its first U.S. assembly plant to be located in the Greater Peoria region, which will create 90 jobs. Rivian also expanded its footprint by investing \$120 million to construct a new 1.2 million-square-foot supplier park and create 100 new jobs in Normal, paving the way for additional supplier

investments and jobs, including suppliers such as [Adient](#) and [OPmobility](#).

Major EDGE agreements from the last year include [Cronus Chemicals LLC's](#) \$2 billion investment to construct a new fertilizer production facility in Tuscola while creating 130 new jobs; [Fortune Brands Innovations'](#) expanded Deerfield headquarters creating 400 new jobs; [Rockford Brake Manufacturing](#) reopening a historic Rockford factory while bringing 150 jobs to the region; [Silesia](#) opened its second U.S. facility in Huntley; and [Epic Pharma Solutions Inc.](#) opened its first U.S. facility and creating 50 new jobs in Pekin.

Furthermore, the \$31 million [Regional Site Readiness Program](#) is preparing sites to attract future investment and new job opportunities in various sectors including advanced manufacturing, clean energy production and manufacturing, food production, and life sciences.

Illinois Earned 10 Credit Rating Upgrades Since June 2021

After nearly two decades of steady downgrades, Illinois has earned 10 credit rating upgrades since June 2021. This recognition comes as Illinois has made significant financial progress under Governor Pritzker, including passing seven consecutive balanced budgets, eliminating the bill backlog, increasing the rainy-day fund to nearly \$2.4 billion today, and years of responsible financial management and discipline.

Illinois Among Leaders in National Economic Development Rankings

In 2025, Illinois topped the lists of major economic development rankings, including Site Selection Magazine, CNBC's Top States for Business, and more. Highlights include:

- [CNBC Rankings](#):
 - o Moved up 17 spots in Best States for Business (#13) since 2019
 - o #3 in the nation for education (up from #4 in 2024)
 - o Top 10 for infrastructure (#8), technology and innovation (#6), and access to capital (#5)
 - o Top 20 for workforce #19 (up 18 spots from 2024) and cost of business #19 (up 13 spots from 2024)
- #2 state in the nation for corporate investments for the third year in a row, with Chicago clocking in as the Top Metro in the country for corporate investments for the 12th year in a row ([Site Selection Magazine](#))
- #2 in Midwest for workforce development ([Site Selection Magazine](#))
- Chicago voted Best Big City in the nation by readers for the ninth consecutive year ([Condé Nast Traveler](#))
- Secured 11 Top 10 Spots on Business Facilities Annual Business Rankings ([Business Facilities](#))
- Received a [Startup Ecosystem Stars Award](#) from the International Chamber of Commerce and Mind the Bridge, recognizing the state as a global leader in innovation and economic development and making Illinois the only U.S. recipient honored across all five award categories.
- Cook County (#5) and Lake County (#10) rank among the Top 10 Best Counties in America for economic development ([Site Selection Magazine](#))
- #6 on sustainability rankings (up from #7 in 2024) ([Site Selection Magazine](#))

Illinois Made Record-Breaking Tourism Achievements

Illinois welcomed 113 million domestic and international visitors who spent a record \$48.5 billion in 2024 – an increase of 500,000 visitors and \$1.3 billion in spending from 2023, according to data provided by [Tourism Economics](#). This tourism surge also led to a

new all-time high in hotel tax revenue figures in FY25, totaling \$367 million – a 14% increase over the previous record set in FY24.

Illinois Reached Second-Highest Film Production Expenditures in State History

Illinois announced film production expenditures of \$653 million in 2024 – the second-highest expenditure total in state history, supporting an estimated 18,200 estimated hires (excluding extras) and \$351 million in estimated wages. The high expenditures reflect Illinois' ability to bounce back and grow the state's film industry amid labor strikes that halted production in 2023.

This year of record growth was fueled by Governor Pritzker's commitment to growing Illinois' world-renowned film industry by expanding the Film Production Tax Credit, extending the credit through 2039, and launching the Film & TV Workforce Training Program. Since its launch, the Illinois Film Office has partnered with various organizations across the state to train and hire over 200 individuals annually from historically underrepresented communities. As filmmakers continue to bring their crews and talent to the state, Illinois' economy benefits from the influx of production companies supporting local catering companies and restaurants, hotels, drivers, a diverse union workforce, and other key industries.

Illinois' Quantum Ecosystem Marks Major Milestones

This fall, Governor Pritzker broke ground on PsiQuantum's facility at the Illinois Quantum and Microelectronics Park (IQMP) on Chicago's South Side. This marked the official start to the buildout of state-of-the-art facilities that will bring the IQMP to full scale, driving billions in economic impact, creating thousands of jobs, and cementing Illinois as the nation's leader in the global race for quantum innovation.

Anchor tenant PsiQuantum will build and house America's first utility-scale, error-corrected quantum computer at the IQMP. The IQMP will also host a growing roster of global companies including IBM, Diraq, Infleqtion, and Pasqal.

At the inaugural Global Quantum Forum in July, Colorado-based, quantum computing and sensing leader Infleqtion announced that it will accelerate quantum computing in Illinois and locate its quantum computing headquarters to Chicago. As part of the expected \$50 million investment, the company will create dozens of new jobs, accelerating the growth of its hardware and software workforce.

With support from the State's MICRO Program, Pasqal – a global leader in neutral-atom quantum computing – will establish its U.S. headquarters at the IQMP and house one of the company's quantum processing units onsite. The French tech leader will invest more than \$65 million and create 50 new full-time jobs on Chicago's South Side.

Global Reach Expands as Illinois Exceeds Export Sales Records

Illinois experienced another record-breaking year with export sales exceeding \$81 billion in 2024. According to rankings by the U.S. Department of Commerce, Illinois continues to lead as the top exporting state in Midwest and the fourth largest exporting state in the U.S.

In recent years, Illinois has prioritized strengthening relationships with foreign partners and companies to create jobs and boost Illinois businesses, including leading trade missions around the world. Earlier this year Governor Pritzker signed Memorandum of Understandings (MOUs) with the United Kingdom and the State of Mexico. The Illinois State Trade and Export Program (ISTEP) provided companies with assistance that led to more than \$90 million in export sales – a 55% increase from 2024. DCEO also led 10 group trade missions bringing 53 companies to 12 global markets and supported companies on 37 Individual Foreign Market Sales Missions in 2025.

New and Legacy Programs Provide Critical Small Business Support

Small businesses are at the heart of Illinois' economy, and the State continues to pour resources into supporting their success. Nearly \$10 million was awarded to 47 small businesses through the Small Business Capital and Infrastructure Grant Program to uplift businesses owned by historically underrepresented groups and very small businesses, helping them create and retain jobs, improve efficiency, and grow local economies. Also, grant funds totaling \$30 million were awarded to 25 grantees through the Rebuild Illinois Downtowns and Main Streets (RDMS, \$20 million) and Research in Illinois to Spur Economic Recovery (RISE, \$10

million) programs to revitalize commercial corridors and downtown areas throughout the state and accelerate local economic initiatives.

Legacy programs continued to grow as grantees were awarded over \$10 million in Illinois Grocery Initiative grants through the New Stores in Food Deserts Program (\$9.6 million) and Equipment Upgrades Grant Program (\$600,000) to address food deserts and prevent grocery store closures in Illinois. The State also doubled down on its support to small and mid-size manufacturers across Illinois by awarding \$1.3 million to 29 manufacturing companies through the Made in Illinois Grant Program to drive innovation, efficiency, and growth in the state's vital manufacturing sector.

The Innovation Voucher Program saw significant growth in its first full year of operation, awarding a total of \$2.3 million to help 35 businesses advance R&D projects in collaboration with Illinois universities – fueling commercialization and strengthening the pipeline from research to market. Additionally, the SBIR/STTR State Matching Program expanded its support by increasing the Phase I match from \$50,000 to \$75,000 and introducing a new Phase II matching award of up to \$250,000, helping Illinois businesses compete for and execute federally funded R&D in Illinois.

The State further strengthened the startup ecosystem by awarding \$7 million to support the construction and renovation of key growth-industry tech incubators across Illinois – expanding high-quality space where startups can scale. Illinois also launched the Clean Energy Contractor Incubator Program to support small business contractors within the clean energy economy.

Finally, Illinois launched a nation-leading Local Journalism Sustainability Tax Incentive Program that puts resources directly into local newsrooms – supporting the hiring and retention of qualified journalists and strengthening community-rooted reporting across the state.

Growing Illinois' World-Class Workforce

Illinois continued its leadership in the state's world-class workforce development by continuing to invest in its growth and success. More than \$30 million was awarded across the Illinois Works Pre-Apprenticeship Program, Apprenticeship Expansion Program, and to apprenticeship specialists initiatives.

Under the Climate and Equitable Jobs Act (CEJA), the State also awarded \$80 million in grant funding to bolster a diverse workforce in the growing clean energy industry through multiple initiatives, including \$46 million for CEJA workforce hubs in 13 communities. Additionally, TCCI Manufacturing's new \$45 million Clean Energy Innovation Hub in Decatur will strengthen Illinois' EV component part supply chain, create jobs, and provide state-of-the art training opportunities through its Clean Energy Workforce Academy in partnership with Richland Community College.

Finally, DCEO also announced the availability of \$10 million in new funding for the Job Training and Economic Development (JTED) Program – a workforce training initiative that provides wrap-around services that will bolster equitable workforce recovery for Illinoisans struggling to gain meaningful employment. To date, Illinois has invested \$35 million across 77 grants awarded to community-based organizations, supporting more than 4,700 unemployed, underemployed, and underrepresented Illinoisans and providing support to 5,600 high school youth to train for careers in advanced manufacturing.

NOW, BE IT FURTHER RESOLVED by the Kane County Board that the Kane County Human Resources Department and Workforce Development Department are authorized and directed to take all necessary actions to implement this resolution, in accordance with County policy and applicable law.

NOW, BE IT FURTHER RESOLVED that this resolution shall be effective upon adoption by the Kane County Board.

Passed by the Kane County Board on February 10, 2026.

John A. Cunningham, MBA, JD, JD
Clerk, County Board
Kane County, Illinois

Corinne M. Pierog MA, MBA
Chairman, County Board
Kane County, Illinois

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing the Creation of a Program Training Specialist Position in the Workforce Development Department Funded Through the Workforce Innovation and Opportunity Act (WIOA)

Committee Flow:

Human Services Committee, Jobs Committee, Finance and Budget Committee, Executive Committee, County Board

Contact:

Adam Schauer, 630.208.5351

Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$38,716-\$58,074
If not budgeted, explain funding source: WIOA Funds	
Was this item passed through the appropriate committee? Yes	

Summary:

The attached resolution authorizes the creation of a Program Training Specialist position within the Workforce Development Department. The addition of this position directly addresses a significant finding identified in the recent corrective action plan issued by the Illinois Department of Commerce and Equal Opportunity (DCEO).

This position will strengthen the Department's training and onboarding of staff, internal and external program monitoring, and compliance with state and federal reporting requirements associated with Workforce Innovation and Opportunity Act (WIOA) funding. In addition, the creation of this position will support program expansion and allow for increased services to the communities served through these workforce development programs.

The Program Training Specialist will report directly to the Workforce Development Department Performance and Compliance Manager.

COUNTY OF KANE

DEPARTMENT OF HUMAN
RESOURCE MANAGEMENT



719 Batavia Avenue
Geneva, Illinois 60134
Phone: (630) 232-3560
Fax: (630) 232-3421
www.countyofkane.org

JOB DESCRIPTION

Job Title: Program Training Specialist
Department: Workforce Development
FLSA Status: Full Time – Non-Exempt
Grade: 265
Salary Range: \$38,716 – \$58,074
Bargaining Unit: No

Position is 100% grant funded

General Summary: The Program Training Specialist supports the Workforce Development Department by developing, delivering, and maintaining high-quality training and technical assistance for staff, contracted providers, and partners. This position ensures consistent understanding and application of WIOA regulations, case management standards, data entry requirements, and internal policies.

The Program Training Specialist reports to the Performance and Compliance Manager. This position assists with training curriculum design, facilitates group and one-on-one training, and develops tools that enhance program compliance, customer service, and operational efficiency. This role works closely with the Performance and Compliance Manager to support data quality, system usage, continuous improvement efforts, and implementation of new policies or procedures

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Training Development and Facilitation

- Designs, updates, and facilitates training modules related to WIOA policies, eligibility, case management, performance measures, and local procedures.
- Provides training on IWDS, IBIS, CRM, IPATS, and other systems as assigned.
- Conducts onboarding training for new staff and contracted providers.
- Develops training materials such as manuals, step-by-step guides, e-learning content, videos, checklists, and reference tools.
- Organizes and facilitates case manager meetings, refresher trainings, and skill-building workshops.
- Evaluates training effectiveness and implements improvements.

2. Technical Assistance and Support

- Provides routine one-on-one technical assistance on eligibility, documentation, case documentation standards, service planning, and performance requirements.

Updated: 12/2025

- Responds to system-related questions and troubleshoots basic user issues before escalating to the System Administrator.
- Assists staff and providers with data entry accuracy, recordkeeping, and compliance expectations.
- Supports implementation of new policies, procedures, or system updates.

3. Compliance and Quality Assurance Support

- Conducts periodic file reviews for accuracy, documentation requirements, EO compliance, and internal quality standards.
- Assists the Performance and Compliance Manager in implementing corrective actions and monitoring follow-up.
- Identifies training gaps or recurring compliance issues and develops targeted learning solutions.
- Supports rollout of new WIOA guidance, State policy changes, and updates to local procedures.

4. Curriculum, Tools, and Resource Management

- Maintains an organized library of training materials and updates content to reflect policy or system changes.
- Develops standardized tools, templates, job aids, and quick-reference guides to support case managers and providers.
- Assists in drafting SOPs and ensuring training materials align with approved local policies.
- Collaborates with subject-matter experts to ensure accuracy of program, fiscal, and operational content.

5. Data and Performance Support

- Supports data integrity by reinforcing performance expectations and data entry guidelines during training.
- Helps staff understand performance indicators, Statistical Adjustment Model (SAM) basics, and how to support customer outcomes.
- Assists with report reviews and identifies patterns that may require additional training or process clarification.

6. EO and Accessibility Training Support

- Assists the EO Officer by providing EO/ADA training and helping staff understand non-discrimination requirements.
- Helps maintain EO-related training logs and ensures staff remain current on training obligations.

7. Other Duties as Assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Working knowledge of WIOA program operations, eligibility, case management, and performance requirements.
- Strong presentation, facilitation, and adult-learning design skills.
- Familiarity with IWDS, CRM systems, and related state/local data tools.
- Ability to translate complex regulatory information into practical training content.
- Strong organizational, communication, and documentation skills.
- Ability to build strong collaborative relationships with staff, providers, and partners.

- Capacity to manage multiple training and TA requests, meet deadlines, and adapt to evolving program needs.

TRAINING, EDUCATION AND WORK EXPERIENCE:

- Bachelor's degree in Training & Development, Business/Public Administration, Education, or related field preferred.
- Experience delivering training or technical assistance within WIOA or similar regulatory/compliance-driven programs required.
- Experience in case management, workforce development service delivery, or IWDS/IWTS/IWIB systems preferred.
- Experience designing curriculum or adult-learning content is highly desirable

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prolonged periods of sitting, talking, listening, working on a computer = 75%

Lifting up to 15 pounds at a time, reaching, bending, walking = 25%

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, printer, scanner, telephone, fax, copier, county vehicle, and supplies related to duties.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

Normal office environment where there is no physical discomfort or exposure to hazards due to temperature, dust, noise and the like.

REPORTING RELATIONSHIPS:

Reports to: Performance and Compliance Manager

Directs Work of: None

Employee:

Signature: _____

Date: _____

Supervisor:

Signature: _____

Date: _____

NOW, BE IT FURTHER RESOLVED by the Kane County Board that the Kane County Human Resources Department and Workforce Development Department are authorized and directed to take all necessary actions to implement this resolution, in accordance with County policy and applicable law.

NOW, BE IT FURTHER RESOLVED that this resolution shall be effective upon adoption by the Kane County Board.

Passed by the Kane County Board on February 10, 2026.

John A. Cunningham, MBA, JD, JD
Clerk, County Board
Kane County, Illinois

Corinne M. Pierog MA, MBA
Chairman, County Board
Kane County, Illinois

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing the Creation of a Senior Staff Accountant Position in the Workforce Development Department Funded Through the Workforce Innovation and Opportunity Act (WIOA)

Committee Flow:

Human Services Committee, Jobs Committee, Finance and Budget Committee, Executive Committee, County Board

Contact:

Adam Schauer, 630.208.5351

Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$53,927-\$80,891
If not budgeted, explain funding source: WIOA Funds	
Was this item passed through the appropriate committee? Yes	

Summary:

The attached resolution authorizes the creation of a Senior Staff Accountant position within the Workforce Development Department. The addition of this position directly addresses a significant finding identified in the recent corrective action plan issued by the Illinois Department of Commerce and Equal Opportunity (DCEO).

This position will strengthen the Department's fiscal oversight, accounting controls, and compliance with state and federal reporting requirements associated with Workforce Innovation and Opportunity Act (WIOA) funding. In addition, the creation of this position will support program expansion and allow for increased services to the communities served through these workforce development programs.

The Senior Staff Accountant will report directly to the Workforce Development Department Fiscal Manager and will coordinate and oversee the work of three (3) full-time Staff Accountants.

COUNTY OF KANE

DEPARTMENT OF HUMAN
RESOURCE MANAGEMENT



719 Batavia Avenue
Geneva, Illinois 60134
Phone: (630) 232-3560
Fax: (630) 232-3421
www.countyofkane.org

JOB DESCRIPTION

Job Title: Senior Staff Accountant
Department: Workforce Development
FLSA Status: Full Time – Non-Exempt
Grade Level: 269
Salary: \$53,927 - \$80,891
Bargaining Unit: No

Position is 100% grant funded

General Summary: The Senior Staff Accountant works under the general supervision of the Workforce Development Fiscal Manager and supports the day-to-day fiscal operations of the Workforce Development Department. This position is responsible for maintaining the integrity, accuracy, and compliance of fiscal records and financial reports for federally and state-funded workforce programs, including those authorized under the Workforce Innovation and Opportunity Act (WIOA) and Trade Adjustment Assistance (TAA).

The Senior Staff Accountant ensures that expenditures are allowable, properly documented, and in compliance with service provider contracts, federal and state regulations, applicable Uniform Guidance (2 CFR Part 200), and policies established by the Illinois Department of Commerce and Economic Opportunity (DCEO), Kane County, and the Workforce Development Board (WDB). The position also provides guidance and oversight to Staff Accountants and serves as a technical resource for internal staff and external partners.

Internal and external reporting and communication may include, but is not limited to, coordination with:

- Illinois Department of Commerce and Economic Opportunity (DCEO) and other state agencies
- Kane County Finance Department
- Workforce Development Department program and systems staff
- Service providers, grant subrecipients, and external auditors

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Policy, Procedures, and Compliance

- Assist the Fiscal Manager in developing, maintaining, and updating a centralized Fiscal Policies and Procedures Manual.
- Document detailed, step-by-step procedures for all fiscal processes within Workforce Development, incorporating team input as appropriate.
- Train new fiscal staff on established policies, procedures, and compliance requirements.
- Monitor adherence to fiscal policies and procedures and recommend corrective actions as needed.

- Develop and implement a monthly sample audit and internal review process.
- Provide recommendations for continuous improvement of fiscal policies, controls, and procedures.

Service Provider Fiscal Oversight

- Review, verify, and process cost reimbursement claims submitted by service providers and grant subrecipients.
- Ensure costs are allowable, reasonable, allocable, and properly documented in accordance with contracts and applicable regulations.
- Support fiscal monitoring activities for service providers and subrecipients.
- Facilitate budget modifications and ensure all required approvals and documentation are obtained.
- Work directly with service providers to resolve discrepancies and verify monthly supporting documentation.
- Streamline cost claim processes and communication to reduce delays and unnecessary follow-up.
- Oversee service provider reimbursement compliance and timeliness.\

Accounting and Financial Operations

- Approve and process payments in accordance with established guidelines and internal controls.
- Assist in calculating weekly and monthly cash requirements.
- Identify, prepare, and coordinate necessary accounting reclassifications and adjustments.
- Record financial transactions in the County's financial system (New World Logos).
- Assist with preparation of revenue and expenditure accruals.
- Collaborate with the Kane County Finance Department on journal entries, invoice coding, account analysis, reconciliations, month-end and year-end close, and establishment of new accounts.

Budgeting, Reporting, and Audit Support

- Assist with preparation of annual department and program budgets.
- Generate financial and contract activity reports for management, funders, and oversight entities.
- Conduct routine financial analysis, expenditure projections, and ad hoc reporting as requested.
- Support grant closeout activities, including final financial reporting and documentation.
- Prepare and provide financial information for external audits, fiscal monitoring reviews, and compliance examinations.
- Collaborate closely with internal and external auditors to support audit and monitoring activities.

Technical Assistance and Supervision

- Provide fiscal technical assistance and guidance to service providers, internal staff, and other stakeholders.
- Direct and review the work of Staff Accountants to ensure accuracy, timeliness, and compliance.
- Assist in mentoring and developing fiscal staff to promote consistency and best practices.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Principles and practices of governmental and grant-funded financial administration, including budgeting and financial reporting.
- Knowledge of GAAP and applicable GASB standards.
- Federal grant compliance requirements, including Uniform Guidance (2 CFR Part 200).
- Policies and fiscal requirements of the Illinois Department of Commerce and Economic Opportunity (DCEO).

- Workforce Innovation and Opportunity Act (WIOA) and Trade Adjustment Assistance (TAA) fiscal requirements.
- Grant reporting systems and preparation of financial statements and compliance reports.
- Integrated financial management systems and accounting software.
- Proficiency in Microsoft Office applications, including Excel, Word, Access, and PowerPoint.
- Ability to interpret and apply complex regulations and policies to fiscal operations.
- Ability to prepare, examine, and verify financial documents and reports with a high degree of accuracy.
- Strong oral and written communication skills.
- Ability to establish and maintain effective working relationships with staff, service providers, and external partners.

TRAINING, EDUCATION AND WORK EXPERIENCE:

- Bachelor's degree or higher in Accounting, Finance, Business Administration, or a related field.
- A minimum of three (3) years of professional accounting or financial management experience in a governmental and/or nonprofit environment.
- Experience with grant-funded programs and fiscal compliance is strongly preferred.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prolonged periods of sitting, talking, listening, working on a computer = 75%

Lifting up to 15 pounds at a time, reaching, bending, walking = 25%

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, printer, scanner, telephone, fax, copier, county vehicle, and supplies related to duties.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

Normal office environment where there is no physical discomfort or exposure to hazards due to temperature, dust, noise and the like.

REPORTING RELATIONSHIPS:

Reports to: Workforce Development Fiscal Manager

Directs Work of: Staff Accountants (3)

Employee:

Signature: _____

Date: _____

Supervisor:

Signature: _____

Date: _____