



*Workforce Investment Board*  
One N. Genesee Street, 1<sup>st</sup> Floor  
Waukegan, IL 60085  
Gary Gibson, Manager  
[ggibson@lakecountyil.gov](mailto:ggibson@lakecountyil.gov)  
Phone: 847-377-2234  
Fax 847-249-2214

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TO: Lake County Board  
Health & Community Services Committee

FROM: Gary Gibson, Workforce Investment Board Manager

RE: Appendix A: Delegation of Limited Signature Authority

In authorizing use of workforce grant funds and resulting workforce development activities, as Chief Elected Official for Lake County, the County Board Chairman will sign:

- Authorizing Resolutions of Lake County;
- Submission of the Local Plan and any future modifications, and including required budget materials (co-signed by the WDB Chair);
- Submission of annual Memorandum of Understanding regarding Job Center operations (co-signed by the WDB Chair);
- CEO Acknowledgement and Designation Form;
- Board Composition Membership Summary Form;
- Designation of the Local Workforce Development Area;
- Certification of the Local Workforce Development Board;
- Appointment forms naming local members of the Illinois Workforce Partnership.

Pursuant to submission of the required CEO Acknowledgement and Designation Form to the Illinois Department of Commerce and Economic Opportunity, the County Board Chairman as CEO may designate specific individuals by name and title to sign:

- Grant documentation including:
  - Annual Workforce Innovation and Opportunity Act grant allocation and other awarded grants as approved and appropriated by the County Board
  - Quarterly grant reports
  - Grant Close-Out Documentation; and
- Contracts and all required correspondence; and
- Submission of Annual Certification Report; and
- Negotiated Performance Levels.

The Health & Community Services Committee will be advised as to when any modifications are made to the list of individuals designated with signatory authority.