

RESOLUTION

Resolution Authorizing a Proposal for Contract with First Institute Training and Management of Crystal Lake, Illinois for Out-of-School Young Adult Training in the Amount of \$66,056 for McHenry County Workforce Network Youth Program (26)

WHEREAS, the McHenry County Workforce Network Board solicited RFPs to provide the training services for Young Adults. First Institute Training and Management (FITM) of Crystal Lake, IL was selected for Contract # Youth PY26-002, in the amount of \$66,056, for the period of July 1, 2026 to June 30, 2027 with the option to have 2 one-year extensions; and

WHEREAS, the payment for the FITM contract in the amount of \$66,056 will be provided through fund 292-26-400105 (WN - Contractual Services) and is accounted for in the Workforce Network FY26 budget; and:

WHEREAS, after review and discussion, the Public Health and Community Services and Finance and Audit Committees are recommending that the County Board approve said proposal for contract.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the Chairman of the Board to enter into contract with First Institute Training and Management (FITM) of Crystal Lake, IL on behalf of McHenry County Workforce Network Board in the amount of \$66,056 for the period of July 1, 2026, to June 30, 2027 with the option to have 2 one-year extensions; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute an electronic copy of this Resolution to the Director of McHenry County Workforce Network Board, the Director of McHenry County Workforce Network, the Assistant County Administrator, the County Auditor, the Deputy County Administrator, the Chief Financial Officer, and the County Administrator.

DATED at Woodstock, Illinois, this 19th day of May, A.D., 2026.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing a Proposal for Contract with First Institute Training and Management of Crystal Lake, Illinois for Out-of-School Young Adult Training in the Amount of \$66,056 for McHenry County Workforce Network Youth Program (26)

Board / Committee Action Requested:

Authorization to enter into a contract with First Institute Training and Management (FITM) of Crystal Lake, IL, for the amount of \$66,056, for the period of July 1, 2026 to June 30, 2027 with the option to have 2 one-year extensions.

Background and Discussion: The Workforce Innovation and Opportunities Act requires local Workforce Boards to competitively procure training activities for youth program services and that 50% of local youth funds be spent on out-of-school youth. McHenry County Workforce Network Board issued an RFP for training programming for out-of-school youth. The McHenry County Workforce Board's Youth Committee evaluated the proposal and provided recommendation to the Workforce Network Board to accept First Institute Training and Management proposal. The Workforce Network Board accepted the recommendation and selected the First Institute Training and Management's proposal for facilitation of Work-Based Learning in Medical Assistant focused in the Harvard, IL area. This contract with FITM will focus on an approach that centers on high-touch case management, integrated training delivery, and structured work-based learning aligned with regional employer demand.

The 160-hour externship portion of the MA program will function as a structured, paid work experience at established healthcare sites with screened preceptors. Participants will progressively integrate into workplace responsibilities, gaining real-world experience while receiving regular feedback and support from both FI academic staff and FITM staff. Externship evaluations will inform individualized employment transition planning. Funding for the FITM training will be provided through Workforce Network fund 292 under object level 400105 (WN - Contractual Services) in the amount of \$66,056, which has been included in the FY26 Workforce Network budget.

FI's established employer partnerships and Career Services infrastructure will support job placement efforts. Historically, at least 50% of externs are retained by their host employer, and FI's employer network frequently engages graduates for immediate hire. FITM will further support employment transitions by addressing ongoing supportive service needs and conducting follow-up engagement for twelve months post-exit.

Impact on Human Resources: None.

Impact on Budget (Revenue; Expenses, Fringe Benefits): The funding is part of the Federal funds that is received through the Workforce Innovation and Opportunity Grant. This contract will have no impact on the McHenry County budget.

Impact on Capital Expenditures: None.

Impact on Physical Space: None.

Impact on Other County Departments or Outside Agencies: None.

Conformity to Board Ordinances, Policies and Strategic Plan: This request is compliant with the Strategic Plan Economic and Workforce Development Goal 4: Develop and implement strategies to match workforce skills with employer needs, the Comprehensive Economic Development Strategy and local workforce development plan.