

**Minutes – January 5, 2010**  
**WIB Executive/CEO Committee**  
**The Workforce Connection –Room #220**  
**303 N. Main Street, Rockford, Illinois**

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WIB Executive Members Present: Dr. Jack Becherer, Karen Brown, Linda Campos, Paul Callighan, Dr. Richard Fairgrievess, Richard Mowris, Mark Podemski, Nord Swanstrom, Elton Turner, Shirley Walker (8)

CEO Members Present: Mayor Larry Morrissey. Sue Mroz (for Chairman Scott Christiansen), Ken Terrinoni (for Chairman Bob Walberg)

Staff Present: Darcy Bucholz, Pam Fettes, Trudy Jackson, Sue Molyneaux, John Strandin

Partner Staff Present: Tom Austin, Dan White, Granada Williams, Mike Williams

Guests Present: Kerry Knodle, Dan Danielowski, Julie Alsup, Gerald Lott, Dorla Bonner, Sean Driscoll

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**I. Executive Committee Call to Order:** Chairman Richard Mowris called the meeting to order at 7:30 a.m.

**CEO Call to Order:** Mayor Larry Morrissey called the CEO meeting to order at 7:31 a.m.

**II. Roll Call:** Roll Call was taken and quorums were present.

**III. Approval of Executive Committee 07/07/09 Minutes – Action Item:** Minutes were presented for approval from July 7, 2009.

**Motion: Swanstrom                      Second: Fairgrievess                      Motion Approved**

**Approval of CEO Minutes of July 10, 2009:**

**Motion: Morrissey                      Second: Terrinoni                      Motion Approved**

**IV. Funding Approval for New WIA Youth Programs:**

Darcy Bucholz provided brief summary information on each of the three programs being presented for funding approval. Each program will be taken separately on a roll call vote. Darcy Bucholz did request that the Rockford Youth Initiative removed from the vote due to a compliance issue that is in the process of being resolved and should come before the full board in February. WIA does not allow for funding to be used for start-up companies, which is considered economic development.

Gerald Lott of Rockford Youth Initiative answered questions regarding partnerships and start-up funding from the Executive Committee and CEO members. It was noted that it is good to have a connection with Small Business Development Center, which helps expand the resources available, and helps eliminate duplication.

Kerry Knodle of Comprehensive Community Solutions gave a brief overview of his proposed program. The program will help out-of-school youth get a GED and learn urban agriculture. There will also be two green jobs created from this program (Program Coordinator and Trainer).

Dorla Bonner of Rockford Housing Authority gave a brief overview of the program being proposed. Rockford Housing Authority will be working with students that are in school youth and are interested in entering a health care career. Work experiences will start with entry level positions (laundry,

housekeeping, kitchen, etc) and advance to certificate/degree positions, once the student has obtained a higher education beyond the high school diploma/GED.

Chairman Mowris requested that the two proposals ready for approval be taken separately. A voice vote on each proposal will be taken. The proposal for Comprehensive Community Solutions was taken first. There was no further discussion regarding the Comprehensive Community Solutions proposal.

**Motion: Callighan Second: Turner Approved**

**Becherer – Yes, Brown – Yes, Callighan – Yes, Campos – No, Fairgrievies – Abstain, Mowris – Yes, Podemski – Yes, Swanstrom – Yes, Turner – Yes, Walker – Yes**

**Motion: Terrinoni Second: Mroz Approved**

**Boone County – Yes, Winnebago County – Yes, City of Rockford – Yes**

Chairman Mowris requested a motion for the Rockford Housing Authority proposal. There was no further discussion regarding the Rockford Housing Authority proposal.

**Motion: Callighan Second: Turner Approved**

**Becherer – Yes, Brown – Yes, Callighan – Yes, Campos – Yes, Fairgrievies – Abstain, Mowris – Yes, Podemski – Yes, Swanstrom – Yes, Turner – Yes, Walker Yes**

**Motion: Mroz Second: Terrinoni Approved**

**Boone County – Yes, Winnebago County – Yes, City of Rockford - Yes**

- V. **RVC Dislocated Worker Program Budget Modification:** Darcy Bucholz noted there is a sense of urgency with this budget modification in providing funding to help put in place strategies to reduce the wait time for individuals applying to the Dislocated Worker Program.

Granada Williams presented the budget modification being requested by the program. The modification includes adding at least one more career counselor and 8 temporary data entry staff. The utilization of temporary staff will provide an opportunity for the data entry function to be accomplished while the program is making a more permanent determination on staffing needs. The budget modification also includes increases in the line items for supplies, materials, and equipment. The requested increase to the budget overall is \$47,081.00. The temporary staff will be hired through a staffing agency. The data entry of applications as a result of mass orientations will be the primary function. The focus of staff on mass orientations and other group activities will speed up the process for individuals seeking services. Data entry has caused a backlog. With data entry being done on off hours under the supervision of RVC staff, it is intended to increase the efficiency of processing applications. The contract with the staffing agency will include all required background and other screenings for individuals to work with confidential information.

Mike Williams voiced a concern that procurement must be completed. He suggested that his company hire the employees rather than use an outside agency.

The Executive Committee and CEO's had a lengthy discussion regarding once people are trained what job can they get. Paul Callighan recapped the issue at hand, as a budget modification for \$47,081, to rapidly increase the processing people through the initial stages of the Dislocated Worker Program. This is one action being put into place to address the WIB's desire to get people into the program in a more timely manner. In his stated opinion, a delay of this budget modification would not be in the best interest of those seeking help.

Paul Callighan made a motion to approve the budget modification of \$47,081.

Dr. Jack Becherer expressed concern regarding the time for procurement. There was further discussion by the Executive Committee and CEO's regarding the bidding process. Mayor Morrissey expressed desire to move forward and use a temporary agency, which would move the process the quickest, and still leave the decision making in the hands of Rock Valley College Dislocated Worker staff.

Paul Callighan rephrased his motion to to approve the budget modification and authorize the net increase in the Dislocated Worker Budget by the amount of \$47,081 contingent upon meeting the fiscal requirements for proper procurement that are in WIA rules and regulations.

**Motion: Callighan                      Second: Swanstrom                      Approved**  
**Becherer – Abstain, Brown, Yes, Callighan – Yes, Campos – Yes, Fairgrievies – Abstain,**  
**Mowris – Yes, Podemski – Yes, Swanstrom – Yes, Turner – Yes, Walker – Yes**

**Motion: Terrinoni                      Second: Mroz                      Approved**  
**Boone County – Yes, Winnebago County – Yes, City of Rockford – Yes**

- VI. Expansion of Career Awareness Activities for Youth - Discussion:** Darcy Bucholz gave a brief explanation of the program. The Workforce Connection has been involved in career awareness activities for youth in District 205 and they are interested in expanding the activities. The Career Awareness came around as a result of the "Year of Innovation".

The first group of students from Eisenhower Middle School, toured the EigerLab and met Brad Harrison, the Harmonica manufacturer. The second group of students studied health care careers and what is needed in order to get a career in health care. OSF Saint Anthony hosted the field trip the students took and allowed the students to get hands on experience with some equipment and speak with individuals already in the health care field.

The staff at The Workforce Connection would like to expand this experience to students at different schools. They would also like to look at other industries to introduce the students to outside of manufacturing and health care

Mayor Morrissey suggested that this topic be tabled until another time so enough discussion time can be given to it.

- VII. Other Business:** Dan White spoke briefly about funding for the Dislocated Worker Program. He noted that as of 12/01/09 54% of the budget was already obligated. There will be a point that there will not be any money left to serve people even if they get through the initial orientation/counseling session.

- VIII. Public Comment:** None

- IX. Adjournment:** The meeting was adjourned at 9:01 a.m.

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ITEMS INCLUDED IN THE MEETING PACKET

Agenda 01-05-10  
Executive/CEO Meeting Minutes – 07/07/09  
Action Form – 1/5/10

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Trudy Jackson, Board Assistant

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Date

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