

Boone and Winnebago Counties Workforce Investment Board, Inc.

MINUTES OF May 6, 2008

Site: The Workforce Connection, 3134 11th Street, Rockford, IL 61109

- I. **WIB Call to Order.** WIB Chairman Richard Mowris called the Boone and Winnebago Counties Workforce Investment Board meeting to order at 7:35 a.m.

WIB Present (20): Allan Barsema, Dr. Jack Becherer, Karen Brown, Shirley Burks, Paul Callighan, Janet Ellis, Dr. Richard Fairgrievies, James Fehlhaber, Lynn Godina, Stephanie Lueder, Richard Mowris, Dan Parod, Dr. Owen Phelps, Jim Pirages, Mark Podemski, Maureen Rosenberg, Mary Beth Scholten, Mark Stefanic, Nord Swanstrom, Shirley Walker (18): Steve Anderson, Jon Bates, Michele Caldwell, Linda Campos, Angela Hite-Carter, Kevin Dulian, Pedro Enriquez, Steve Gibson, Luanna Grimes, Todd Kindred, Harvey Lightbody, Larry McKay, Dave Morgan, John Phelps, Jim Ryan, Gus Saros, Elton Turner, C. Mark Williams

WIB Staff Present: Darcy Bucholz, Pamela Fettes, Robert Jones Jr, John Strandin, Trudy Wellman

Partner Staff Present: Tom Austin – IDES, Dan White – Rock River Training Corporation; Mike Williams – Rock River Training Corporation; Gary Lawson – Rock Valley College Dislocated Worker Program; Linda Sullivan – disabilityWorks; Ted Duckett – IDES; Amy Massoth – Rock Valley College Refugee and Immigrant Services, Sue Molyneaux – Rock River Training Corporation

Guests Present: Steve Simmons – Chicago Jobs Council; Ruben DeLeon – AFL-CIO

- II. **WIB Minutes of March 4, 2008:** Nord Swanstrom made a motion to approve the minutes of March 4, 2008. Mark Podemski provided the second to the motion. The minutes were approved.

- III. **Consent Agenda:** Chairman Mowris requested that Darcy Bucholz provide an overview of the two items on the consent agenda. Both items on the consent agenda are modifications to *Plan for Title I-B Services*. Item #1 requests the approval of a modification to the Plan incorporating the Federal rescission of workforce Investment Act (WIA) funds totaling \$174,907, which consists of \$38,584 from Administration funds; \$17,277 from Youth program funds; \$23,471 from Adult programs funds; and \$95,575 from Dislocated Worker program funds. Item #2 requests the approval of a modification to the Plan accepting the funding allocations for WIA program year 2008 (July 1, 2008 through June 30, 2009) and corresponding service levels. The allocations and expected service levels are as follows: WIA Adult funding - \$1,083,969 to serve 340 participants; WIA Dislocated Worker funding - \$1,104,497 to serve 1,000 participants; and WIA Youth funding - \$1,130,780 to serve 345 participants. Paul Callaghan made a motion to approve the consent agenda items. Jim Pirages provided the second to the motion. Chairman Mowris asked for a roll call vote: Barsema – Yes; Becherer – Yes; Brown – Yes; Burks – Yes; Callighan – Yes; Ellis – Yes; Fairgrievies – Yes; Fehlhaber – Yes; Godina – Yes; Lueder – Yes; Mowris – Yes; Parod – Yes; Phelps, O. – Yes; Pirages – Yes; Podemski – Yes; Rosenberg – Yes; Scholten – Yes; Stefanic – Yes; Swanstrom – Yes; Walker – Yes. The consent agenda items were approved.

- IV. **Aligning Program with Sector and Skill Needs presentation/discussion:** Shirley Walker gave a presentation on “Aligning Programs with Sector and Skill Needs”. The information in the presentation was part of a training session attended by Shirley, Al Barsema, Nord Swanstrom, and staff. The session was presented by Melanie Arthur of Greg Newton and Associates.

The presentation identified six steps recommended for Workforce Boards to establish “demand-driven leadership”.

1. Gather workforce intelligence to drive program and service design;
2. Define target industry clusters and key human resource challenges;
3. Identify the most important occupations and skills needed to help our community stay competitive;
4. Map career pathways and talent pipelines to help workers advance and business find qualified workers;

5. Develop action plans to seek alignment; and

6. Communicate these key demand drives to the service provider organizations and set the expectation of responsiveness.

The presentation included questions for the WIB that should be addressed and discussed over the next months. These questions relate to policy and possible policy changes that may need to be made to ensure policy alignment with local skill needs and possible sector strategies. Board members discussed the alignment concept. As a result of the discussion and comments Chairman Mowris requested the Executive Director develop a plan regarding next steps to begin the process of alignment, including policy discussion items for the Board. He also recommended modeling the process after the Health Care Critical Skills Initiative. Paul Callighan requested that the plan include a timeline for implementation.

V. **Financial Reports:** Dan White reviewed the financial reports as of March 31, 2008. Adult and Dislocated Worker funds for training are nearly obligated, so the adult program is not enrolling any additional individuals in training programs. The adult program is currently meeting the 40% training expenditure requirement. The Dislocated Worker is at 34% training expenditure level. The Dislocated Worker Program would be at the 40% level, if the recession had not taken affect.

VI. **Executive Director Report:** The Workforce Connection is relocating at the end of June to 303 N. Main Street, Rockford, Illinois.

Pamela Fettes was introduced as the Regional Health Care Coordinator.

VII. **Other/New Business:** The next CEO/WIB meeting is June 3, 2008 at 7:30 a.m. in Classroom #4 & #5 at The Workforce Connection.

VIII. **Public Comment:** Paul Callighan noted the Communications Committee scheduled for Wednesday, May 7, 2008 at 7:30 a.m. has been cancelled.

Dick Mowris announced that there is a joint meeting of the Planning, Finance, and Organizational Development Committees immediately following the WIB meeting. The meeting will be in the Conference Room at 3134 11th Street, Rockford, Illinois.

IX. **Adjournment:** The meeting was adjourned at 8:45 a.m.

Items included with the WIB and CEO meeting packets:

- 1) 05/06/08 WIB/CEO Agenda
- 2) WIB Minutes of March 4, 2008
- 3) Consent Agenda
- 4) Committee Reports
- 5) WIB Financial Report – March 31, 2008

Trudy Wellman

Boone and Winnebago Counties Workforce Investment Board

Date

(Signature affixed upon WIB approval)

(Date affixed upon WIB approval)