

**Chief Elected Officials  
And the  
The Boone and Winnebago Counties  
Workforce Investment Board, Inc.**

**MINUTES OF June 7, 2011**

Site: 303 N. Main Street, Rockford, IL 61101

- I. WIB Call to Order:** WIB Chairman Paul Callighan called the meeting to order at 7:35 a.m.

**CEO Call to Order:** Jim Ryan called the CEO meeting to order at 7:36 a.m.

**WIB Present (24):** Jon Bates, Dr. Jack Becherer, Karen Brown, Paul Callighan, Linda Campos, Rena Cotsones, John Cressman, Pedro Enriquez, Lynn Godina, Brian Halsted, Dave Morgan, Richard Mowris, Grant Nyhammer, Amy Ott, John Phelps, Jim Pirages, Mark Podemski, Jim Ryan, Jesús Sáez Gimeno, Mary Beth Scholten, Mark Stefanic, Cindy Waddick, Shirley Walker, Mike Williams **Absent (11):** Allan Barsema, Shirley Burks, Michele Caldwell, Steve Gibson, Jerry Guinane, Todd Kindred, Jeff Koepke, Stephanie Lueder, Dan Parod, Elton Turner, C. Mark Williams

A quorum of the WIB was present.

**CEO's Present (3):** Boone County – Bob Walberg, City of Rockford – Mayor Morrissey, Winnebago County – Sue Mroz

**WIB Staff Present:** Darcy Bucholz, Pamela Fettes, Trudy Jackson, Robert Jones, Jr., John Strandin, Sue Molyneaux

**Partner Staff Present:** Dan White – Rock River Training Corporation; Linda Sullivan – disabilityWorks; Ted Duckett – IDES; Granada Williams – Rock Valley College

**Guests Present:** Kathy Mueller – Center for Sight and Hearing Impaired, Sean Driscoll – Rockford Register Star

- II. Consent Agenda A:** A motion was made to approve all items on Consent Agenda A.

**Motion: Mowris**

**Second: Stefanic**

**Approved**

**Roll Call: Yes – Bates, Becherer, Brown, Callighan, Campos, Costones, Cressman, Enriquez, Godina, Halsted, Morgan, Mowris, Nyhammer, Ott, Phelps, Pirages, Podemski, Ryan, Sáez Gimeno, Scholten, Stefanic, Waddick, Walker, Williams Mike, Boone County, City of Rockford, Winnebago County**

- III. Finance & Planning Presentation:** Jon Bates presented the PY 2011 Preliminary Budget to the Board and Chief Elected Officials. On May 26<sup>th</sup> the Finance and Executive committee's met jointly. There was a lot of discussion on the budget. The combined committees voted to recommend the preliminary budget to the full board for approval. The budget presented is approximately 30% less than last year.

The budget format has been changed to reflect broad functions verses programs/agencies. The budget sections were reviewed. Each budget area is overseen by a WIB committee. Administrative costs are allowed at 10% of the funding allocation for most funding streams. The overall administrative costs in the budget amount to 8.7%.

In March 2009 the board approved a report and plan to focus on transforming the local workforce system and increasing transparency. Specific actions were identified in the report to focus on service delivery processes; specifically action 1A, to clearly define functions and establish metrics for service performance and action 1C, to map the current process and map the improved process. Darcy has been directed, by the Executive Committee, to convene the fiscal agent and One-Stop Operators to follow through on these actions. This process will enable the Board and CEO's to ask more specific questions as to how effectively the money



IV. **Board Comment:** Paul Callighan directed WIB staff to work with the Education/Youth Council to establish a meeting to continue dialogue on the GED issue with the WIB Boar, CEO's, and representatives of Education.

V. **Public Comment:** None

VII. **WIB/CEO Adjournment:** The WIB and CEO meeting adjourned at 9:00 a.m.

**Items included with the WIB and CEO meeting packets:**

- 1) WIB/CEO Agenda 6/7/11
- 2) Attachment A
- 3) Attachment B
- 4) Attachment C

Trudy Jackson  
Boone and Winnebago Counties Workforce Investment Board

Date

\_\_\_\_\_  
(Signature affixed upon WIB approval)

\_\_\_\_\_  
(Date affixed upon WIB approval)

**The Boone and Winnebago Counties  
Workforce Investment Board, Inc.**

**NOTES OF July 12, 2011**

Site: 303 N. Main Street, Rockford, IL 61101

- I. WIB Call to Order:** WIB Education Youth Council Chair, Dave Morgan called the meeting to order at 7:38 a.m.
- WIB Present (17):** Jon Bates, Dr. Jack Becherer, Karen Brown, Paul Callighan (phone), John Cressman, Steve Gibson, Lynn Godina, Brian Halsted, Dave Morgan, Grant Nyhammer, Jim Pirages, Mark Podemski, Mary Beth Scholten, Mark Stefanic, Cindy Waddick, Shirley Walker, Mike Williams
- Absent (18):** Allan Barsema, Shirley Burks, Michele Caldwell, Linda Campos, Rena Cotsones, Pedro Enriquez, Jerry Guinane, Todd Kindred, Jeff Koepke, Stephanie Lueder, Richard Mowris, Amy Ott, Dan Parod, John Phelps, Jim Ryan, Jesús Sáez-Gimeno, Elton Turner, C. Mark Williams
- A quorum of the WIB was not present.
- WIB Staff Present:** Darcy Bucholz, Pamela Fettes, Trudy Jackson, Robert Jones, Jr., John Strandin, Sue Molyneaux
- Partner Staff Present:** Dan White – Rock River Training Corporation; Tom Austin – IDES
- Guests Present:** Sean Driscoll – Rockford Register Star
- II. Consent Agenda A:** No action, due to a lack of a quorum.
- III. Contract Award to CCS for PY 2011 (Attachment B):** No action, due to a lack of a quorum. A Report of Action from the Executive Committee will move forward the contract award to CCS for PY 2011.
- IV. Workforce/Education/Business Roundtable Plans:** Darcy Bucholz reminded the members present of the July 26, 2011 roundtable to discuss GED attainment. Janyce Fadden will facilitate the meeting.
- V. Legislative Update:** Darcy Bucholz provided highlights of the Senate Bill for WIA reauthorization that has been developed
- VII. WIB/CEO Adjournment:** The WIB and CEO meeting adjourned at 8:08 a.m.

**Items included with the WIB meeting packets:**

- 1) WIB Agenda 7/12/11
- 2) Consent Agenda A
- 3) Attachment B

Trudy Jackson

Boone and Winnebago Counties Workforce Investment Board

Date

\_\_\_\_\_  
(Signature affixed upon WIB approval)

\_\_\_\_\_  
(Date affixed upon WIB approval)

**Communications Committee**

The WIB Communications Committee this spring surveyed the board membership on training and development issues. There were 19 responses to the survey with the following findings.

- There is support for a visit to other one-stops to learn about “best practices”.
- Topics for board discussion should include
  - Identifying and addressing community workforce issues.
  - Periodic updates on unemployment and the local economy, including demand occupations.
  - WIA performance measures and finances

Communications Committee members assisted with the recruitment and interviews of prospective new board members and planned and reviewed the GED Educational Attainment Workshop held in July.

Staff met with a public relations representative of the area McDonald’s franchisees on the possibility of their involvement in the GED campaign.

The Workforce Connection is assisting with a pair of upcoming events; the AARP Career Expo and the Rockford Register-Star Job Fair, both scheduled for late September.

All Workforce Connection brochures have been updated and reprinted, using available funds from the program year ending June 30.

The meeting schedule for the Workforce Investment Board and committees is now posted on the website at [www.theworkforceconnection.org](http://www.theworkforceconnection.org) . In addition to the weekly Job Hotline update, we are also posting a list of current Help-Wanted ads for the region.

*Service Delivery Committee Report—7/19/11 Meeting and Program Review Subcommittee Meeting August 24, 2011**Boone and Winnebago Counties Workforce Investment Board**Service Delivery Committee Report**July 19, 2011 and August 24, 2011 Program Review Subcommittee Report***A. ITA PROGRAMS CERTIFIED/RECERTIFIED**

Only programs that meet the State's and local basic criteria for consideration as ITA training programs were presented. The programs listed in italics were presented for initial certification. All other program were presented for recertification.

<b>Provider</b>	<b>Programs</b>	<b>Credential</b>
<b>Rock Valley College Professional Continuing Education</b>	<i>Web Design Certificate</i>	Certificate
<b>Dental Career Foundation</b> (Rockford)	<i>Dental Assisting</i>	<i>Certificate</i>
<b>Rx Technician Preparatory School</b> (Rockford)	<i>Pharmacy Technician training (Rx Tech Prep)</i>	<i>Certificate</i>

**B. INTENSIVE SERVICES COURSES APPROVED/REAPPROVED**

All courses initially approved or reapproved met the *Intensive Services* course guidelines established by local WIB policies. The courses listed in italics were presented for initial approval; all other programs were presented for re-approval.

<b>Provider</b>	<b>Courses</b>
American Red Cross	<b>CPR (Adult)</b> <b>CPR/AED for the Professional Rescuer (Certificate)</b> (Cardiopulmonary Resuscitation/Automated External Defibrillator)
Rock Valley College Adult Education	<b>Intensive English Program (IEP) Beginning Level</b> <b>Intensive English Program (IEP) Intermediate Level</b> <b>GED for College</b> <b>Pronunciation and Communication</b> <b>ESL Reading</b> <b>ESL Writing and Grammar</b>
Rock Valley College Continuing Education	<i><b>Accounting and Bookkeeping</b></i> (CIP 520302) ATG 001 Bookkeeping & Accounting I ATG 002 Bookkeeping & Accounting II ATG 003 <i>Bookkeeping &amp; Accounting III</i>  <b><u>American Management Association (AMA) on-line courses under General Management</u></b> (CIP 520201) MGT 010 Fair, Square, and Legal MGT 012 How to Sharpen Your Writing Skills

## Service Delivery Committee Report—7/19/11 Meeting and Program Review Subcommittee Meeting August 24, 2011

Provider	Courses
Rock Valley College Continuing Education  continued	MGT 014      Communication Skills for Managers MGT 016      Successful Negotiations MGT 018      Taking Control with Time Management
	<b><u>Association for Operations Management Courses</u></b> (APICS) (CIP 520205)
	MAT 031      Master Planning of Resources
	MAT 032      Strategic Management of Resources
	MAT 033      Detailed Scheduling & Planning
	MAT 035      Execution & Control of Operations
	MAT 036      Basics of Supply Chain Management
	MAT 038      Identifying and Creating Demand
	MAT 044      Enterprise Concepts and Fundamentals
	MAT 052      Fundamentals of Operations Management
	MAT 040      Fundamentals of Planning
	MAT 042      Fundamentals of Management Control
	MAT 054      Fundamentals of Inventory Control
	<b><u>Automated Skills Training for Machine Tooling Courses</u></b> (CIP 489999)
	AUT 005      Basic Blueprint Measurement
	AUT 008      Introduction to Lathes
	AUT 009      Introduction to Mills
	AUT 010      CNC Lathes- Setup and Operation
	AUT 012      CNC Mills- Setup and Operation
	AUT 014      CNC Lathes- Programming
	AUT 016      CNC Mills- Programming
	AUT 019      CNC Internship
	AUT 029      Introduction to Cutting Tools
	AUT 060      Introduction to Auto Cad
	AUT 065      Introduction to CAM for Machinists
	<b><u>Banking Courses</u></b> (CIP 520 803)
	BNK 001      Basic Bank Teller Training
	BNK 010      Principles of Banking Operations
	<b><u>Business Courses</u></b> (CIP 520703)
	BUS 005      Customer Service Simplified
	BUS 011      Interviewing 101
	BUS 087      Records Keeping for Small Business
	BUS 007      Building a Successful Business on the Internet
	BUS 007      How to Own and Operate Your Own Business
	BUS 086      Marketing Your Small Business
	BUS 077      Entrepreneurship Principles
	BUS 017      Pants Pattern Making – Part 1 (part of Tailoring Series)
	<b><u>Communications and Language Courses</u></b> (CIP 231001)
	COM 027      Spanish for Food Service Professionals
	COM 025      Spanish for Health Care Providers
COM 024      Spanish for Business Professionals	
FOR 027      Spanish for Manufacturing	
FOR 028      Spanish for Customer Service	
FOR 025      Spanish for Banking Professionals	
FOR 030      Spanish for Firefighters/EMS Personnel	

## Service Delivery Committee Report—7/19/11 Meeting and Program Review Subcommittee Meeting August 24, 2011

Provider	Courses
Rock Valley College Continuing Education  continued	FOR 034 Spanish for Construction Workers FOR 035 Spanish for Court Systems COM 038 Communications in the Workplace COM 023 Translating and Interpreting for the Legal Environment
	<b><u>Construction Management Training Course</u></b> (CIP 460201) BCT 015 Construction Management Training <i>BCT 062 Flagger Certification</i> BCT 090 Printreading for Residential Construction
	<b><u>Computer-Aided Drafting and related courses</u></b> (CIP 151302) BCT 048 Introduction to AutoCad 30 BCT 050 Autodesk Impression TEC 036 Geometric Dimensioning and Tolerancing TEC 034 Blueprint Reading
	<b><u>Forklift Operation</u></b> (CIP 470409) ISH 022 Forklift Operator Training ISH 025 Power Industrial Forklift Operator Training
	<b><u>Green-Related Courses</u></b> (CIP 150503) <i>PRO-TRAIN on-line courses:</i> EET 014 Green Purchasing Fundamentals EET 012 Sustainability 101 EET 016 Carbon Strategies EET 014 LEED Green Associate Training
	<b><u>Health Skills Courses</u></b> HLT 001 Healthcare Provider CPR (CIP 510810) HLT 039 Medical Terminology (CIP 510707) HLT 051 Food Service Sanitation for Certification (CIP 120505)
	<b><u>Integrated Systems Technology</u></b> (CIP 150403) IST 004 Introduction to Electrical Control Circuits II IST 006 Introduction to Programming the Allen-Bradley SLC510 Series PLC IST 007 Programmable Logic Controllers II IST 002 Introduction to Integrated Technology IST 003 Introduction to Electrical Control Circuits IST 010 Pneumatics for Integrated Systems Technologists IST 012 Hydraulics for Integrated Systems Technologist IST 005 Introduction to Electric Control Panel Wire IST 015 Intro to Mechanical Drive Systems IST 057 Central Heating & Air Conditioning IST 058 Central Heating & Air Conditioning II IST 091 Welding for Beginners
	<b><u>Language Courses</u></b> (CIP 160905) LAN 800 any Spanish language course with <u>LAN 800</u> number (These Spanish courses should be taken only by participants whose knowledge

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Provider	Courses
Rock Valley College Continuing Education  continued	of/improvement of Spanish language will enhance their job search.)
	<b><u>Master Task On-Line Manufacturing Courses</u></b> (CIP 489999)
	AUT 026 Precision Measurement for Machinists
	AUT 027 Mastering CNC Machining Centers
	AUT 028 Mastering CNC Lathes
	<b><u>Nursing Courses</u></b>
	NRS 048 Intravenous (IV) Therapy (for RN's & LPN's) CIP 511612
	NRS 038 Advanced CNA Skills (for those who have current nursing assistant certification) CIP 511614
	NRS 040 Basic Electrocardiogram (for those who have current nursing assistant certification) CIP 510908
	NRS 042 Phlebotomy Skills (for those who have current nursing assistant certification) CIP 511614
	NRS 044 Basic Respiratory Care (for those who have current nursing assistant certification) CIP 510908
	<b><u>Restaurant Management Courses</u></b> (CIP 120504)
	HSP 012 Hospitality & Restaurant Management (name change)
	HSP 020 Controlling Food Service Costs
	HSP 021 Human Resources Management & Supervision (Food Service)
	HSP 025 Inventory & Purchasing-Food Service
	HSP 026 ServSafe--Food Safety Certification (Core)
	<b><u>Refrigeration &amp; Air Conditioning</u></b> (CIP 470201)
	MEC 009 Small Gas Engines
	MEC 051 Basic Refrigeration & Air Conditioning
	MEC 056 EPA Refrigerant Handling Certification
	OST 007 EPA Exam Only
	MEC 057 Central Heating/Air Conditioning

**C. WORKKEYS PRESENTATION**

Darcy Bucholz gave the one-stop partners an overview of WorkKeys and how it can help participants and businesses. Trudy Jackson, who administers WorkKeys tests at the Workforce Connection, discussed testing scheduling and details.

**D. WORKSHOP COLLABORATION DISCUSSION**

The Committee discussed some of the potential ways that one-stop partners could share their workshops with participants from other partners.

Attachment A

**Boone and Winnebago Counties Workforce Investment Board**  
**&**  
**Chief Elected Officials**  
**Meeting**  
**September 14, 2011**

Executive Director Report: (July, August 2011 activities)

- Workforce/Education/Business Roundtable Discussion July 26<sup>th</sup>, *Increasing GED Attainment in Our Region*. Over 60 community leaders attended the session. Four (4) working groups have been established – Outreach and Awareness, chaired by Mark Stefanic; Service Inventory and Capacity, co-chaired by Diana Barthelman and Cindy Waddick; GED Fair, chaired by Steve Gibson; and GED Delivery System Mapping, chaired by Jon Bates. Each group has conducted their initial meeting.
- As co-facilitator of the Education/Employment Work Group established by the Rockford Health Council presented the group’s recommended interventions to the Healthy Community Study Steering Committee on July 27<sup>th</sup>.
- Continued involvement with Alignment Rockford. Attended Operating Board meeting August 11<sup>th</sup>.
- Partnered with RAEDC, NIU, RMAP, RREDD, and RVC to submit grant applications to US Department of Commerce - Economic Development Administration; US Department of Labor – Employment and Training Administration; and Small Business Administration under the federal solicitation *The Jobs and Innovation Accelerator Challenge*. The collaborative project submitted from this region address jobs in the aerospace cluster. A news conference announcing the collaboration and grant submission was held July 19<sup>th</sup>.
- Partnering with City of Rockford Human Services Department and Rock Valley College to recruit individuals for Energy Auditor training provided under a grant received by the Human Services Department – *Urban Weatherization – Home Energy Auditor Grant*.
- Assisting the Rockford Housing Authority in review and evaluation of proposals received for various services promoting self sufficiency and quality of life for housing residents.
- Continue involvement with the Community Action Agency as a Board member.
- Workforce Investment Board Member Orientation was conducted August 24<sup>th</sup>.
- IL Department of Commerce and Economic Opportunity (DCEO) conducted program compliance monitoring June 29<sup>th</sup> through August 17<sup>th</sup>. The review addressed all programs – WIA Adult, Dislocated Worker, and Youth; Trade; Incumbent Worker Training Projects; National Emergency Grant for On-the-Job Training; and local system infrastructure. Areas of concern (findings) were identified and include documentation and file maintenance for WIA Adult, WIA Youth, and the Trade programs. The programs are preparing responses to the issues and an update will be provided to the Board at the next meeting.

### WorkKeys Finished Assessments 8/31/2011

