

**Chief Elected Officials
And The
Boone and Winnebago Counties Workforce Investment Board, Inc.
MINUTES OF September 4, 2007**

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 7:40 a.m.

CEO Call to Order: City of Rockford Mayor Lawrence J. Morrissey called the CEO meeting to order at 7:41 a.m.

WIB Present (23): Allan Barsema, Karen Brown, Paul Callighan, Linda Campos, Kevin Dulian, Dr. Richard Fairgrievies, James Fehlhaber, Steve Gibson, Lynn Godina, Harvey Lightbody, Larry McKay, Dave Morgan, Richard Mowris, Dan Parod, John Phelps, Dr. Owen Phelps, Jim Pirages, Mark Podemski, Maureen Rosenberg, Gus Saros, Mark Stefanic, Nord Swanstrom, C. Mark Williams **Absent (14):** Steve Anderson, Dr. Jack Becherer, Shirley Burks, Michele Caldwell, Janet Ellis, Pedro Enriquez, Luanna Grimes, Todd Kindred, Stephanie Lueder, Jim Ryan, Mary Beth Scholten, Elton Turner, Shirley Walker, Steve Yagle

CEOs Present (3): Mayor Lawrence J. Morrissey, Chairman Catherine Ward, Sue Mroz (Designee for Chairman Scott Christiansen)

WIB Staff Present: Darcy Bucholz, Trudy Wellman, John Strandin

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

Guests Present: Ken Terrinoni – Boone County; Rick Clark – NIU; Mike Rotello – DCEO

- II. **WIB Minutes of August 7, 2007:** Dr. Richard Fairgrievies made a motion to approve the minutes of August 5, 2007. Nord Swanstrom provided the second to the motion. The minutes were approved.

CEO Minutes of June 29, 2007: Catherine Ward made a motion to approve the June 29, 2007 CEO meeting minutes. Sue Mroz provided the second to the motion. The minutes were approved.

- III. **Consent Agenda:** Chairman Mowris separated consent agenda items #1 and #2. Consent Agenda Item #1 requests the approval of a modification to the local WIA plan, adjusting the PY 2006 budget to add a supplemental allocation of \$197,078 to the Dislocated Worker total. Darcy Bucholz provided background on the supplemental allocation and reviewed the budget. There was no additional discussion. Jim Pirages made a motion to approve Consent Agenda Item #1. Mark Podemski provided a second to the motion. The motion was approved.

Consent Agenda Item #2 requests approval of the revised budget for PY 2007. Darcy Bucholz reviewed the revisions to the budget, which includes actual carryover funding for each funding stream and CSSI Health Care funds of \$120,000. No discussion followed. Karen Brown made a motion to approve the revised budget for PY 2007. Jim Pirages provided a second to the motion. The revised budget for PY 2007 was approved.

Mayor Morrissey presented the Consent Agenda to the CEO's as one document. There was no discussion. Catherine Ward made a motion to approve the consent agenda. Sue Mroz provided a second to the motion. The Consent Agenda was approved.

- III. **disabilityWorks MOU:** Darcy Bucholz gave a brief overview of the relationship between disabilityWorks

and The Workforce Connection. Linda Sullivan has been the Disability Navigator, previously employed by Rock River Training Corporation. The funding for her position is now through Chicagoland Chamber of Commerce. The WIB membership is being asked to authorize the Workforce Investment Board Chair or designee to sign a Memorandum of Understanding (MOU) Agreement written on behalf of the disabilityWorks initiative at the Chicagoland Chamber of Commerce, establishing the guidelines and the roles and responsibilities of the disabilityWorks Resource Coordinator (dRC), formerly the Disability Program Navigator, at The Workforce Connection (One-Stop Career Center) in Rockford, Illinois.

Paul Callaghan made a motion to authorize the signature of the disabilityWorks MOU. Dr. Richard Fairgrievies provided a second to the motion. There was no further discussion. The motion was approved.

- VI. CEO Agreement Amendments:** Mayor Morrissey presented the modifications to the July 2, 2002 Chief Elected Officials Agreement. Amendments include changes to the language that will be consistent with the Workforce Investment Act, including designees for the CEO's and identifying the current CEO's.

Mayor Morrissey asked for a motion on the amendments. Catherin Ward made a motion to approve the CEO Agreement amendments. Sue Mroz provided a second to the motion. There was no discussion. The CEO Agreement amendments were approved.

- VII. Update – Ad-hoc Task Group on Governance and Responsibilities:** Mark Podemski noted that in early August the ad-hoc committee met. Members include Jim Pirages, Elton Turner, Allan Barsema, Lynn Godina, Dan Parod, Dick Mowris, and Mark Podemski.

Members present discussed the committee's objectives. Objectives include elimination of any real or perceived conflict of interest with the oversight responsibilities; identify ways to strengthen employer input; and clarify the organizational roles and responsibilities.

The committee will develop a list of questions that will be used to interview Darcy Bucholz, Nord Swanstrom, Mike Williams, Gary Lawson, and the CEO's. The committee will reconvene shortly and finalize the questions and then conduct the interview. The interviews will be integrated with the results of the Board Survey that has been sent to all WIB members for completion.

- VIII. Critical Skills Shortage Initiative on Healthcare Presentation:** Darcy Bucholz updated the board on the CSSI Health Care Initiative. A group of healthcare workers and educators having been meeting on a monthly basis since 2004 working on the shortage of healthcare workers, in particular the shortage of registered nurses.

A background of the CSSI Healthcare initiative was presented, along with employers and educators who are participating in the collaborative effort. The CSSI projects have a regional focus. Our region is the Northern Stateline Economic Development Region, which includes Boone, Winnebago, Stephenson, and Ogle counties. The overall goal of the CSSI Health Care project – Regional Nursing Collaboration – funded by DCEO is to reduce the shortage of RN's in the area. The region received \$240,000 for the initial CSSI Health Care incumbent worker training project, of which \$126,000 would be used for tuition, books, etc. for the students. Darcy Bucholz reviewed the application and selection process, which generated 123 applications, and out of the 123 applications, 42 students were selected for the program.

Of the 42 original students 35 are still in the program. Out of the 35 students in the program, 8 are getting their MSN to teach and have made a commitment to teach. The region has applied for the 2nd year grant of \$120,000, and by what the State has indicated, will be coming at the beginning of 2008. Darcy reviewed the project highlights and opened the presentation for questions.

Mayor Morrissey commented on the expansive partnership model of education and industry at the table to develop solutions to meet skill needs, noting that it would be a model to replicate in other employment/industry areas. Darcy Bucholz spoke about the current model project being implemented in manufacturing that includes customized classroom training and on-the-job training to meet the specific machining needs.

- IX. Financial Reports:** Dan White gave a brief update on the financial reports. He asked for input on the new format.
- X. Executive Director's Report :** Darcy Bucholz reminded all WIB members to fill out the self-assessment survey and either fax, mail, or e-mail it back to be incorporated into the ad-hoc committee report. A reminder that the annual dinner is approaching on September 17, 2007 and to make reservation by September 10, 2007.
- VIII. WIB Adjournment:** The WIB meeting adjourned at 8:39 a.m.
CEO Adjournment: The CEO meeting adjourned at 8:40 a.m.

Items included with the WIB and CEO meeting packets:

- 1) 09/04/07 WIB/CEO Agenda
- 2) WIB Minutes of August 7, 2007
- 3) CEO Minutes of June 29, 2007
- 4) Consent Agenda
- 5) WIB Financial Report – July 31, 2007
- 6) Chief Elected Officials Agreement

Trudy Wellman
Boone and Winnebago Counties Workforce Investment Board

Date

(Signature affixed upon WIB approval)

(Date affixed upon WIB approval)