

**MEETING OF THE
The Workforce Connection Board**
(The Workforce Innovation Board serving Boone, Winnebago and Stephenson Counties)
And Chief Elected Officials

Tuesday, December 4, 2018
Regional Design Center, 315 N. Main St.
Rockford, IL

1. **Board Meeting Call to Order:** Chairman Frank Rotello called The Workforce Connection Board meeting to order at 8:03 a.m.

CEO Call to Order: Mayor McNamara called the Chief Elected Officials meeting to order at 8:03 a.m.

2. **TWC Roll Call-Board Members Present (22):** Ben Bernsten, Karen Brown, Len Carter, Michelle Cassaro, Gary Evans, Pamela Fettes, Dr. Daniel Grohens, Jerry Guinane, Bob Guirl, Greg Harle, June Hazzard, Tim Hood, Vanessa Hughes, Dr. Doug Jensen, Paul Logli, Rebecca Motley, Amy Ott, Frank Rotello, Craig Steege, Mark Stefanic, Dr. Rudy Valdez, Jeff Zeal

Board Members Absent(12): Eric Black, Nathan Bryant, Todd Cagnoni, Linda Campos, Dr. Lori Fanello, Einar Forsman, Al Golden, James Pirages, Jordan Priest, Troy Primus, Amanda Smith, Crystal Soltow

CEO Roll Call-CEO Members Present (4): Thomas McNamara, William Hadley, Frank Haney, Ken Terrenoni

CEO Members Absent (0): None

Staff Present: Lisa Bly, Chris Connors, Cathy Cornelius, Mike Johnson, Robert Jones Jr., John Strandin, Dan White

Guests and Partner Staff Present: Tom Austin, Ted Duckett, Courtney Geiger, Kim Haley, Mary Ann Kolls, Ernie Fuhr, Kathy Bellone, Georgia Newcomer (Stephenson County Administrator)

3. **Approval of Minutes:**

Approve TWC Board – 11-06-2018 minutes as presented.

Board Motion: **Steege** **Second:** **Ott** **Approved**

Approve CEO Board – 09-11-2018 minutes as presented.

CEO Motion: **Stephenson** **Second:** **Boone** **Approved**

4. **Reports of:**

- a) Performance & Accountability

Bob Guirl reported that the committee is working to make the data more robust.

They are building a data dictionary to help the partners provide the same data and be able to look at trends. They had Adult Ed present at the last meeting.

Dr. Bly added that the scorecard is designed to display the volume and magnitude of the system and the integration of multiple agencies. It is a way to show the community the work we are doing with individuals to develop the workforce.

Jeff Zeal added that the committee worked to define the data to present and how to collect the data from multiple partner agencies and they are now making progress. Frank Rotello added that the additional value of this process was a forced dialogue between partners to promote integration.

- b) Operations Management Council

Jeff Zeal reported in Amanda Smith's absence. He reported that the committee discussed the importance of all MOU partners having a presence in the One-Stop Center either in person or via direct linkage to provide the most services to customers. MOU Negotiations for PY2019 were reviewed and it was noted that the Freeport and Belvidere offices have been designated as Access Sites and those facility costs will not be included in the MOU negotiations as shared costs. The state has developed a state level career level matrix to create consistency in service offered by local partners. There will be a required checklist for partners who plan to deliver services via direct linkage technology. Last year it was optional but this year it is required. The committee will work on that process. A Service Integration Policy will be going to the IWIB in December. The policy has been defined and service integration requirements are being proposed that will be incorporated into the One-Stop Certification process. There are 6 areas that will be measured for recertification.

c) Finance Committee

Amy Ott reported on the last Finance Committee meeting. She informed the Board & CEO members that a Finance Report Summary has been added. She reported on the training expenditures, overall obligations, training obligations and sub recipient spending. She also reported that audits were completed for Rock River Training as the former fiscal agent and The Workforce Connection, Inc. as the current fiscal agent.

5. Employer Spotlight:

Kraig Reichwald of Custom Metal Products spoke to the TWC Board and CEOs about how The Workforce Connection is helping him grow his business and find the skilled workforce he needs. Custom Metal Products was referred to The Workforce Connection by Frank Rotello, Board Chair. The Business Team quickly assessed the company's needs and provided a person for On the Job Training. This enabled Custom Metal Products to enroll another employee into Incumbent Worker Training for CNC skills. Kraig informed the group that he is speaking with the manufacturing association; where he is a member; about the benefits of these services. Frank Rotello stressed to the Board members the importance of being an ambassador and promoting the services of TWC.

6. Regional Workforce Goals:

John Strandin gave the TWC Board and CEOs a mid-year update on the Regional Workforce Plan. He reminded the group that there are six regional goals that were submitted to the state. He reported on the work being done toward accomplishment of each of the goals and provided a written handout.

7. Regional Laborforce Update:

Tom Austin, Labor Market Information Analyst for IDES, reported on the current unemployment state of our region. He reported that there is an overall decline in unemployment and the number employed is increasing. He showed the employment by industry, pointing out that the Manufacturing and Educational and Health Services industries are the largest sectors in our region with Health Services aggressively looking for employees. Tom also spoke to the age groups of those filing unemployment claims and their level of education. He also talked about the decline in population for the three county local workforce area as well as the state of Illinois. With the decline in population you also see a decline in the labor force. The working age of people 25-54 is where you see the largest decline.

8. Executive Directors Report:

Dr. Lisa Bly reported to the group on the findings of the EO monitoring stating that most of the findings were related to facility's accessibility. There were 7 findings for the Rockford location, 2 for Freeport and 3 for Belvidere. Many have already been corrected and those that we could not correct ourselves have been escalated to the property's management.

She introduced Christopher Connors as the new Planning and Quality Assurance Manager. Chris comes to TWC with extensive management experience as well as Department of Labor compliance experience.

In 2019, the number of meetings for board members has been reduced. This will reduce redundancy of information that had to be shared again at meetings that included the CEOs. Going forward there will not be any “Board only” meetings. A new schedule and calendar appointments have been sent to all board members and CEOs.

Also new for 2019, Employer Forums will focus on topics for employers. We have a wide range of topic ideas. Please send any topic ideas you may have to Robert Jones.

We have not received new information on the realignment of the local workforce areas from the State. Expect to hear more in January or possibly next week when Illinois Workforce Partnership will meet with the IWIB and the Department of Labor.

9. Board Chair’s Perspective:

Frank Rotello gave feedback on the question that was asked of board members at the Parliamentary Training; Who owns The Workforce Connection? Lisa also asked staff the question; Who is our customer? Frank showed a crosswalk of those responses, noting the similarities. He wanted the group to focus on alignment and collaboration. We need to be good stewards of the responsibilities and resources.

Based on our objective of Career Pathways, it was decided to create a new committee to focus on Career Pathways. Pamela Fettes will chair the new committees. The committee will align with the goals. It is expected to have the first meeting in February after approval by the Executive Committee. He again reiterated the importance of looking at the data and take a longer range perspective to be more pro-active.

The Hallmarks of Excellence will be what we measure our work against and we need to keep it in front of us.

10. Announcements:

None

11. Member Comments:

Mayor McNamara shared his concern with employers being overserved from multiple organizations and he would like to see some sort of data base to share which employers the different organizations are meeting. He would like to see something as simple as a Google Doc in the short term. Pam Fettes with Growth Dimensions shared that they have a data base that they can connect organizations as a sub-licensee and limit the information each organizations shares. They will look at how they can integrate different CRMs.

Ken Terrenoni appreciates the increase in data sharing and the new reports in the infographic format.

Greg Harle asked how staff wages are determined. His concern is that we will lose talent because of low wages. Dr. Lisa Bly explained that the funds are distributed as sub-awards and their budgets are determined by the sub-recipient organization. Dr. Bly will bring this question to the Illinois Workforce Partnership and will return the feedback to the board.

12. Public Comments: None

13. Adjournment:

Motion to adjourn at 8:45 am.

Board Motion: Ott Second: Steege Approved

CEO Motion: Stephenson Second: Boone Approved

Respectfully submitted,
Cathy Cornelius

Date: December 5, 2018

Included in Meeting Packet
TWC Meeting Minutes (11-06-2018)
CEO Meeting Minutes (09-11-2018)
Financial Reports
Regional Laborforce Update