

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

*Tuesday, March 5, 2019*  
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 8:05 a.m.

**CEO Call to Order:** Karl Franzen, City of Rockford, called the Chief Elected Officials meeting to order at 8:07 a.m.

- 2. TWC Roll Call-Board Members Present (24):** Ben Bernsten, Eric Black, Len Carter, Michelle Cassaro, Gary Evans, Pamela Fettes, Al Golden, Dr. Daniel Grohens, Jerry Guinane, Bob Guirl, Greg Harle, Tim Hood, Vanessa Hughes, Paul Logli, Rebecca Motley, Amy Ott, James Pirages, Jordan Priest, Frank Rotello, Amanda Smith, Craig Steege, Mark Stefanic, Dr. Rudy Valdez, Jeff Zeal

**Board Members Absent(11):** Karen Brown, Nathan Bryant, Todd Cagnoni, Linda Campos, Dr. Lori Fanello, Einar Forsman, June Hazzard, Dr. Doug Jensen; Troy Primus, Kraig Reichwald, Crystal Soltow

**CEO Roll Call-CEO Members Present (4):** Karl Franzen (for Thomas P. McNamara), William Hadley, Tiana McCall (for Frank Haney), Karl Johnson

**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, Jessica Gonzales; Kim Haley, Mary Ann Kolls, Kathy Bellone

- 3. Approval of Minutes:**

Approve TWC Board – 12-04-2018 minutes as presented.

<b>Board Motion:</b>	<b>Harle</b>	<b>Second:</b>	<b>Ott</b>	<b>Approved</b>
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Approve CEO Board –12-04-2018 minutes as presented.

<b>CEO Motion:</b>	<b>Stephenson</b>	<b>Second:</b>	<b>Boone</b>	<b>Approved</b>
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- 4. Approval of Revised Bylaws:**

Revised Amendments of Bylaws to conform to the Illinois Open Meetings Act

<b>Board Motion:</b>	<b>Smith</b>	<b>Second:</b>	<b>Hughes</b>	<b>Approved</b>
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<b>CEO Motion:</b>	<b>Boone</b>	<b>Second:</b>	<b>Stephenson</b>	<b>Approved</b>
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- 5. Renewal of One Stop Operator for PY 2019:**

Renewal of current One-Stop-Operator for PY 2019 (July 1, 2019 – July 30, 2020)

One-Stop Operator procurement is conducted as a Request for Proposal (RFP) under the direction of the TWC Board. **The award for 07-01-2017 through 06-30-2018 from the RFP includes an option to renew for up to three additional one-year periods. This will be the 2<sup>nd</sup> option year.**

Based on the Mid-Year Conversations and the Illinois Department of Commerce & Economic Opportunity programmatic and fiscal monitoring, it's recommended that the current One-Stop-Operator be extended for PY 19.

**Abstentions: Amanda Smith – employed by RVC; Ben Bernsten – employed by Goodwill Industries of Northern Illinois; Jeff Zeal – employed by IDES.**

**Board Motion: Valdez Second: Grohens Approved**  
**CEO Motion: Stephenson Second: Boone Approved**

**6. Approval of Training providers and Programs Schedule:**

The Program Review Sub-Committee has reviewed the following requests by Current Eligible Training Providers for training programs to be available to further the skill development and education/training of Workforce Innovation and Opportunity Act Adult and Dislocated Worker program participants. During the review process the members of the sub-committee reviewed labor market information and outcome data to garner information on program changes, effectiveness, and credentials.

Programs through Blackhawk Technical College and Rasmussen College were reviewed for reapproval. One newly certified program for CCNA through Directions Training Center was reviewed and recommended for approval.

**Abstentions: Craig Steege – employed by Rasmussen College**

**Board Motion: Ott Second: Fettes Approved**  
**CEO Motion: Stephenson Second: Boone Approved**

Implementing a quarterly schedule to approve training providers and training programs. A motion to approve the revised and Eligible Training Provider policy that includes implementing a quarterly schedule for approvals of training providers and training programs.

Discussion was had on the possibility of a quarterly schedule impeding the training providers' ability to create training programs. The response was that training providers know well in advance that they are planning a class. This is an opportunity to plan better and proactively plan to meet labor market demands.

**Board Motion: Fettes Second: Valdez Approved**  
**CEO Motion: Stephenson Second: Boone Approved**

**7. Budget Modification:**

Approve the recommendation from the Finance Committee of the mid-year PY18 budget modification.

The budget for Program Year 2018 (July 1, 2018 – June 30, 2019) was developed and approved by the Board and CEOs in July 2018. A budget modification is completed during the program year to accurately account for carry-in revenue and the prior year and identify any Subaward modifications or transfer between the WIOA Title 1 funding streams. Details of the specific modifications were laid out for the Board and CEOs.

**Abstentions: Amanda Smith – employed by RVC; Amy Ott – Board Member of the YMCA; and Ben Bernsten – employed by Goodwill Industries of Northern Illinois**

**Board Motion: Pirages Second: Steege Approved**  
**CEO Motion: Boone Second: Stephenson Approved**

**8. Reports of:**

- a. Finance Report including Audit Report – Amy Ott, Chair of the Finance Committee reported that audits were reviewed by the Finance Committee. There was one for The Workforce Connection and one for the close-out of Rock River Training. Both were clean audits with no

- findings. Going forward we will only have the audit for The Workforce Connection, Inc. She also reviewed the Finance Report Summary with the group.
- b. Performance and Accountability – Bob Guirl, Chair of the Performance and Accountability Committee reported that the committee is getting comfortable with the data and now we can build off a baseline. He reviewed the dashboard with the group to explain the data they are collecting and reviewing. Dr. Bly added that this data helps us understand the pool of jobseekers we have to work with and the services we provide. It helps us to understand populations that are basic skills deficient and lack technical skills and what programs we need to provide. It's about bringing all of our partners together to determine how we can work together to provide the services needed for all jobseekers.
  - c. Employer and Public Engagement – Gary Evans, co-chair of the Employer & Public Engagement Committee shared a report on Mid-Year Business Engagement Activities that showed Employer Engagement Activities, New Employer Contacts and what those outreach activities include. He also reviewed the incumbent worker training and On-The-Job training and work experience funds and how those funds are being spent.
  - d. Operations Management Council – Amanda Smith, Chair of the Operations Management Council reported that the committee has been working on establishing the MOU for PY19. They are currently working on the budget. She commented that the partners in our area work very well together. The MOU process helps to ensure that partners are not duplicating services through the One-Stop Center.
  - e. Youth Council – Dr. Bly reported in Dr. Fanello's absence. There is a Youth RFP released. Youth dollars are to address youth with barriers to employment and post-secondary education. The last RFPs focus was on GED and prescribed activities. This release is not open to innovation – it is broader and includes a Work Based Learning requirement which is the trend across the nation. Chris Connors reviewed the RFP timeline with the group. Board members are encouraged to participate in the review process.
  - f. Pathways to Careers – Pamela Fettes, Chair of the Pathways to Careers committee informed the group that the first meeting of this new committee will be March 12, 2019. The committee is made up of business and education leaders. The focus of the first meeting will be on compliance and processes. The committee will also take a close look at the data available to determine the needs of the region. The goal is to have a better understanding of the region's needs, the pathways available and which pathways need to be created or enhanced.

**9. One-Stop Operator Spotlight (RVC, IDES and Goodwill):**

Mary Ann Kolls, Courtney Geiger and Jeff Zeal gave an update on the consortium. They spoke about external outreach in the community and partnering with other organizations to get the word out about we do at The Workforce Connection. There will be more activities and hiring events. They also talked about Rapid Response to layoffs, cross training with partner staff, and workshops. Jeff Zeal talked about the IDES programs, RESEA (Re-Employment Services and Eligibility Assessment) and RESP (Re Entry Employment Service Program) that feed into WIOA program enrollment for unemployed and returning citizens. The consortium shared a success story of a participant who was low income and also had a felony background. She completed CDL training and found employers who would hire people with felony backgrounds. She is currently employed.

**10. Executive Director Report:**

Dr. Bly informed the Board & CEOs that she and other board members will be attending the National Association of Workforce Boards Forum later this month and presenting at the conference on Raising the Gaze. Dr. Bly was also selected to serve as the NAWB Inaugural Region Liaison. This is an opportunity to work with other workforce boards across an 11 state region. In addition to the written Executive Director's Report, she also added that our area really does work well with partners and employers as she hears more about difficulties relating to the MOU and working with partner agencies from her peers in other areas.

**11. Board Chair's Perspective:**

Frank Rotello, TWC Board Chair, commented that the work from the committees and staff is good. With the board meetings moving to quarterly meetings, there is a lot of work being done

between meetings to ensure that The Workforce Connection is an asset to the region. He thanked everyone.

**12. Member Comments:**

Pamela Fettes thanked The Workforce Connection for the response to the layoff announcement by FCA/Chrysler. She also reminded everyone that Growth Dimensions will be celebrating their 40<sup>th</sup> Anniversary at their Annual Spring Reception on April 4<sup>th</sup>.

Rudy Valdez mentioned the article in the Rockford Register Star by Dr. Lisa Bly in the 3/4/19 paper.

**13. Public Comment:** None

**14. Adjournment:**

Motion to adjourn at 9:09 am.

<b>Board Motion:</b>	<b>Ott</b>	<b>Second:</b>	<b>Priest</b>	<b>Approved</b>
<b>CEO Motion:</b>	<b>Stephenson</b>	<b>Second:</b>	<b>Boone</b>	<b>Approved</b>

Respectfully submitted,  
Cathy Cornelius

Date: March 18, 2019

Included in Meeting Packet  
TWC Meeting Minutes (12-04-18)  
CEO Meeting Minutes (12-04-2018)  
Approval of Bylaws – Action Item  
Renewal of One Stop Operator for PY2019 – Action Item  
Approval of Training Providers – Action Item  
Revised Eligible Training Provider Policy – Action Item  
Budget Modification – Action Item  
Financial Reports  
WIOA –Connection Core Partners Dashboard PY 2018 (07/01/18-12/31/18)