

**MEETING OF THE
The Workforce Connection Board**

(The Workforce Innovation Board serving Boone, Winnebago and Stephenson Counties)

Tuesday, August 7, 2018
Regional Design Center, 315 N. Main St.
Rockford, IL

- I. Board Meeting Call to Order:** Chairman Karen Brown called The Workforce Connection Board meeting to order at 8:00 a.m.
- II. Board Members Present (24):** Eric Black, Karen Brown, Todd Cagnoni, Michelle Cassaro, Gary Evans, Dr. Lori Fanello, Pamela Fettes, Einar Forsman, Dr. Daniel Grohens, Jerry Guinane, Bob Guirl, Greg Harle, Tim Hood, Vanessa Hughes, Dr. Doug Jensen, Paul Logli, Amy Ott, James Pirages, Frank Rotello, Amanda Smith, Craig Steege, Mark Stefanic, Kimberly Wichman, Jeff Zeal

Board Members Absent(8): Nathan Bryant, Linda Campos, Candice Cavalier, Alan Golden, June Hazzard, Jordan Priest, Crystal Soltow, Dr. Rudy Valdez,

Staff Present: Dr. Lisa M. Bly, Cathy Cornelius, Mike Johnson, Valerie Johnson, Robert Jones Jr., John Strandin, Dan White

Guests and Partner Staff Present: Tom Austin, Ted Duckett, Courtney Geiger, Kim Haley, Jeff Hefty, Jay Fieser (R1PC), Guest Speakers-Josh Ceroni, Ben Henry, Marilyn White; Susan Busenbirk (RVC), Dave Schultz

III. Approval of Consent Agenda:

- Meeting Minutes
 - a. TWC Board 05/01/2018
- Committee Reports:
 - a. Operations Management Council 07/17/18
 - b. Executive Committee 07/10/18
 - c. Employer & Public Engagement 06/12/18
 - d. Performance Accountability 06/12/18

Motion: Harle Second: Ott Approved

Finance Committee Report:

Shelly Cassaro, Finance Committee Chair reviewed the increase to the Sub-Award budgets based on the increase to the preliminary 2018 budget. Because LWIA 3 received an increase in formula funds which are based on unemployment and poverty in the area, the sub-award budgets were also increased.

She asked for a motion to approve an increase to the budgets of the One Stop Operator / Adult / Dislocated Worker / Trade Career Service Subawards as presented.

Abstentions:

| <u>Name</u> | <u>Reason</u> |
|------------------------|--|
| <i>Dr. Doug Jensen</i> | <i>-employed by Rock Valley College</i> |
| <i>Amanda Smith</i> | <i>-employed by Rock Valley College</i> |
| <i>Tim Hood</i> | <i>-employed by Highland Community College</i> |
| <i>Einar Forsman</i> | <i>-YMCA Board Member</i> |
| <i>Amy Ott</i> | <i>-YMCA Board Member</i> |

Motion: Fanello Second: Harle Approved

Shelly Cassaro, Finance Committee Chair reviewed the breakout of the total 2018 Preliminary budget for a total of \$6,575,609.

Motion to approve the 2018 Preliminary budget as presented.

Motion: Harle Second: Forsman Approved

Revised CEO Agreement:

As a result of change in the Fiscal Agent From Rock River Training Corporation to TWC, we are required to revise the CEO Agreement to reflect TWC as the fiscal agent. The agreement is between the CEOs and LWDA 3. Additional language was added at the recommendation of KEB, the consultant for DCEO. This language was a point of discussion because it was thought to be too vague. A motion at the Executive Committee and CEO meeting was brought to change the language from “The Fiscal Agent is authorized to enter into contracts and other agreements on behalf of LWDA 3” to “The Fiscal Agent is authorized to enter into contracts and other agreements on behalf of LWD 3, up to \$5,000, not to include subawards and contracts related to subawards.”. It became apparent that this language was prohibitive to daily work and that policies were already in place governing the scope and dollar amount the Fiscal Agent is allowed to authorize. A recommended revision was brought forward for approval. Following is the revised recommended language, “The Fiscal Agent is authorized to enter into contracts and other agreements on behalf of LWDA 3 in accordance with Board procurement and fiscal policy. Leases, contracts and agreements made related to facilities require CEOs and TWC Board approval.”

Motion: Ott Second: Pirages Approved

IV. Adult Basic Education Training Services:

A Request for Bids was issued for the provision of Basic Skills Education Upgrading / High School Equivalency Preparation instruction for WIOA participants. Bids were received from RVC’s Adult Education Programs and Highland Community College’s Adult Education Programs. No other bids were received.

Motion to authorize approval of Subaward Agreements with RVC Adult Education for Basic Skills Upgrading/GED Preparation and HCC for Basic Skills Education/Development programming for PY2018

The following Board members abstained from the vote:

| <u>Name</u> | <u>Reason</u> |
|---------------------------|---|
| <i>Amanda Smith</i> | <i>Employed by Rock Valley College (RVC)</i> |
| <i>Dr. Douglas Jensen</i> | <i>Employed by Rock Valley College (RVC)</i> |
| <i>Tim Hood</i> | <i>Employed by Highland Community College (HCC)</i> |

Motion: Harle Second: Ott Approved

V. Board Retreat Analysis:

- Pre-Post Surveys – Karen Brown reviewed the feedback from the survey sent to the Board members prior to the June 21st Board Retreat, noting that the feedback was very positive and showed that Board members were engaged. She also noted that top priorities for the Board are Implementing Regional Workforce Plan, Program Oversight and Employer Engagement. The Post Retreat Survey feedback was positive and those that attended felt they did receive a lot of good information.
- Organizational Structure Chart – Dr. Bly reviewed a revised org chart that was designed to help board members understand how all the organizations fit together and what their roles are. The Local Workforce System was also laid out showing the one-stop centers and the services available, the partner programs under the MOU to provide wrap-around services

and coordinated services, and how these also feed into the Regional Business Services Team. The Business Services Team make-up was also reviewed.

The Board Members commented that this does help to answer the questions that were raised during the Retreat.

Dr. Jensen asked if the priorities identified in the TWC Board Survey could be cross-walked with the Regional goals. Dr. Bly responded that these priorities are a part of the Regional Plan and will be used as a guide for next planning cycle beginning in April.

Karen Brown said that the priorities will be embedded in the strategic plan. It is important for us to stay focused on the goals and we know that measurement is important to stay on top of those things.

VI. LWIA 3 – Workforce Data Update:

- Scorecard – Dr. Bly explained how staff spent a lot of time looking at the goal meetings and gave a status of progress made on the goals over the past 6 months and what key deliverables were identified. This information will be important to have as we look at the planning for the next strategic plan. The priorities that have been identified by the Board will be used as we move forward. We want to ask if it is something under our purview; is it something we are responsible for; or is it something we would engage other partners with to pursue, or is it the work of the Board? With limited staff and resources, how do we prioritize what to push forward and what things can stay and what things have evolved and what have we learned in this process?

Tim Hood asked how the traffic was at the new location in Freeport and Dr. Bly responded that we have seen an increase in traffic. A quarterly report will be given to the Board for Program Oversight.

Amanda Smith commented that the quarterly report will be a great tool for the Board to become more engaged in not just the fiscal side but the program side.

Craig Steege said that the Regional Plan was a good learning period and will help with planning going forward.

- RAEDC – Rockforward! Northern Illinois Coordinated Workforce Report Presentation The RAEDC awarded a grant to a consortium of Region 1 Planning Council (R1PC), Rock Valley College (RVC) and The Workforce Connection (TWC) to fund some workforce research. An update was given to the Leadership Council on the project for a study on middle skill needs for the region. A report out will be given at the RAEDC Annual Meeting. 660 businesses identified in the 4 county area for a phone survey. The pilot of 20-25 businesses and then roll out begin late August. Results to determine emerging trends in employment. The 2nd part will be to bring people together for a deeper discussion by sector for what training needs are critical for businesses to fulfil their growth potential. There will also be a public promotion campaign. There will also be another part of the report that focus on the Economic Outlook of the Region for manufacturing and health care sectors.

VII. Employer Spotlight – Ceroni Piping

Robert Jones and Kim Haley introduced Josh Ceroni, Ben Henry and Marilyn White of Ceroni Piping. Kim noted that this process started with a conversation with Greg Harle in October 2017 and how we could help get apprentices placed with companies. Ceroni was the first company we started working with and placed 3 apprentices there in our On the Job Training program (OJT). Ceroni also worked with us and hired a full-time shop driver and we are working with them on another full-time hire.

Josh Ceroni, President presented that his company is a 2nd Generation mechanical contractor whose mission is to develop long-term relationships by providing unmatched level of quality and service with safety as our first priority. They are located in Cherry Valley with 80 employees, 62 in the field with the rest in office and shop positions. They do piping for food and beverage, general plumbing and automotive for Chrysler, defense for Woodward and water treatment plants and healthcare for gas for OR procedures.

Ben Henry talked about the 5 year apprenticeship program where credits transfer to an Associates Degree available through community colleges. The OJT-apprenticeships through TWC help pay 50-75% of the wages up to 6 months. The program was easy to get started. The reimbursement helps ease the burden of training highly skilled technicians. There is a shortage of skilled techs and craftsman. They currently have 15 apprentices which equates to 25-35% of techs learning in the field.

Marilyn White commented that the reimbursement process is so easy for the company. She just has to print a report and send it to Kim Haley.

Josh followed up that the TWC Apprentice OJT program is a substantial opportunity for the trades right now who have the challenge of finding the talent they need. They are seeing a higher quality of apprentices coming up. The other benefit is that they do not have to pass the cost of training on to their customers. They will promote this program to the peers.

VIII. Officer Nominations: An Ad Hoc Officer Nominating Committee was established, consisting of the following Board Members: Karen Brown, Amanda Smith, Dr. Lori Fanello and Gary Evans. In accordance with the By-Laws of The Workforce Connection, Inc. the Ad Hoc Officer Nominating Committee presented the following slate of nominees:

- Frank Rotello to be elected to an initial term as Chair;
- Michelle Cassaro to be elected to an initial term as Vice-Chair; and
- Amy Ott to be elected to an initial term as Secretary/Treasurer;

The term of office is from September 2018 through August 2020.

A motion to accept the Slate of Officers as nominated by the Ad Hoc Nominating Committee

Motion: Hood Second: Logli Approved

IX. Announcements: The TWC Annual Meeting will be held on Tuesday, September 11, 2018

X. Member Comments: None

XI. Public Comments: None

XII. Adjournment:
Motion to adjourn at 9:18 am.

Board Motion: Smith Second: Fanello Approved

Respectfully submitted,
Cathy Cornelius

Date: September 4, 2018

Included in Meeting Packet
TWC Meeting Minutes (05/01/2018)
Committee Reports
Preliminary PY 2018 Budget – Action Item
Revise CEO Agreement - Action Item
Adult Basic Education Training Services - Action Item