



**Executive Committee and Chief Elected Officials
Meeting Minutes**

**The Workforce Connection Board,
Workforce Board for Boone, Winnebago, and Stephenson Counties**

Meeting: February 4, 2020

Time: 8:00 am

Location: RMAP Design Center, 315 N. Main St., Rockford, IL,

CEO Members Present (4): William Hadley; Thomas McNamara; Frank Haney; Karl Johnson;

CEO Members Absent (0): None

Executive Committee Members Present (8): Ben Bernsten; Scott Bloomquist; Karen Brown; Michelle Cassaro; Pamela Fettes; Bob Guirl; Amy Ott; Frank Rotello

Exec. Comm, Members Absent (1): Craig Steege;

Staff Present: Dr. Lisa Bly; Chris Connors; Cathy Cornelius; Mike Johnson; Robert Jones; Amanda Sink; Dan White;

Board Members & Partner Staff Present: Courtney Geiger; Mary Ann Kolls; Ernie Fuhr; Kim Haley; Jeff Zeal

Guests: Kathy Crandall; Amy Grafton

1. **Executive Committee Call to Order:** Board Chair Frank Rotello presided and called the Executive Committee to order at 8:06 am.

CEO Call to Order: Mayor McNamara called the CEO meeting to order at 8:06 am.

2. **Executive Committee Roll Call:** A roll call was taken and a quorum was present.

CEO Roll Call: A roll call was taken and a quorum was present.

3. **Approval of November 6, 2019 Meeting Minutes – Action Item:**

- **TWC Executive Committee**

Motion:	Ott	Second:	Brown	Approved
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- **Chief Elected Officials**

Motion:	Boone	Second:	Stephenson	Approved
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4. **Employer and Participant Spotlight**

Kathy Crandall of Crandall Stats & Sensors spoke to the group about what her company does and the success they have experienced using the Incumbent Worker Training program. She and her husband started the company to save jobs in the Rockford area and therefore have very little working capital for training. When they purchased a CNC machine they did not have much success with running the machine. Through the

incumbent worker program they were able to send 6 people to training on and now the machine is up and running and doing the job of 2 or 3 smaller machines. They are also required to be ISO certified in order to be able to work with certain customers so they have started ISO 9001 Audit Training for 7 people and have successfully completed their first audit and the second audit will be coming at the end of the month and is expected to be successful. They are now looking to hire more staff.

Amy Grafton, Executive Director for the Belvidere Chamber of Commerce, spoke to the group about her experience with the Work Experience program. The Chamber needed another person in the office but did not have the funds to support an additional position. The WEX person was assigned to the front desk greeting customers and overall customer service. She was instrumental in helping with the Hometown Christmas event and her help with this event generated an additional \$1500 in revenue for the Chamber. She has also helped with updating Excel spreadsheets and Word documents. They will be looking for another person to help digitize all their files and the WEX person was a librarian in a previous position so it was an excellent fit.

5. **Chairman's Remarks:**

Frank Rotello spoke to the group about the positive remarks he has heard about the press conference for the release of the 2020-2024 Regional Plan for public comment. The plan is aligned with the State Plan was put together with the local aspect in the forefront and through the work of the committees and the staff have been able to keep a focus on collaboration. We are driving awareness and plan to make the plan a living document. The TWC Board Chairman and Executive Director meet quarterly with each Chief Elected Official to learn of the local needs and also welcome the opportunity to work more closely with Chambers and Economic Development Councils to learn the needs of businesses. We are working to be in a position to react to the needs of business and to build on the collaboration we have started. We want to retain business and also attract business. We need the support of the Chief Elected Officials, TWC Board to the bigger vision for TWC not only dependent on WIOA.

6. **TWC – 501c3/Government Funds:**

- Diverse Sources of Revenue – Areas to address

Dr. Lisa Bly-Jones shared with the group that in the forefront of our mind is how to be strategic with limited resources. We have declining funds and need to spread them further to serve both business and individual customers. The vision for the future has 3 parts, WIOA Federal and State funding, which is restricted and targeted; private foundation funding such as the endowment fund through the Community Foundation that was started by Jon Bates and his wife and has other contributors such as past Board Chair, Karen Brown and past Executive Director, Darcy Bucholz; and then fundraising to generate income like the Workforce Symposium we are planning. We want to decrease our reliance on WIOA funding.

We need funding that will allow the ability to do more in Workforce Development. The goal amount will need further discussion. We need to discuss the projects we want to prioritize and set up a pipeline of projects. Need to identify projects, get quick wins and communicate using technology. An example of a project to address is Working Poor. Need to look at addressing these projects and how they can benefit both individuals and businesses in the region.

7. **Regional Workforce Plan Goals for 2020 - 2024:**

- Strategic Implementation

All of the work that went into the Regional Plan was not just for compliance but to determine the strategies for our work. We need amplify what we are doing by using technology to better use our time and to better share our story. Technology will allow us to communicate the work that is happening based on the Regional Plan and be able to track progress and monitor. We are looking at a tool to be able to achieve and drive results,

A video of the Austin Texas Metro Area Workforce Development Board was shared with the committee to show how collaboration and coordination of all partners; as well as leveraging of funds; around a Master Regional Workforce Plan worked to better their region.

8. **Executive Director Report:**

A written report was handed out. Dr. Lisa Bly-Jones highlighted the activities that took place around the Regional and Local Plans and the lessons learned from the process.

9. **Member Comments:** None

10. **Announcements:** None

11. **Public Comment:** Courtney invited committee members to take a tour of the One-Stop Center.

12. **Adjournment:** A motion to adjourn was made at 9:03 am.

Executive Committee Motion: Brown

Second: Guirl

Approved

Respectfully submitted,
Cathy Cornelius

Date: March 17, 2020

ITEMS INCLUDED IN THE MEETING PACKET

Agenda 02-04-2020

Executive Committee / CEO Meeting Minutes 11-05-2019
