



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

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

Meeting: November 3, 2020
Time: 8:00 am
Location: Zoom Video Conference

- CEO Members Present (3): William Hadley; Frank Haney; Thomas McNamara;
- CEO Members Absent (1): Karl Johnson;
- Executive Committee Members Present (10): Ben Bernsten; Scott Bloomquist; Karen Brown; Michelle Cassaro; Pamela Fettes; Bob Guirl; Vanessa Hughes; Amy Ott; Frank Rotello; Craig Steege;
- Exec. Comm, Members Absent (0):
- Staff Present: Dr. Lisa Bly-Jones; Chris Connors; Cathy Cornelius; Mike Johnson; Robert Jones; Dan White;
- Board Members & Partner Staff Present: Sue Carmichael; Courtney Geiger;
- Guests: Dean Harms, IMEC via video

1. **Executive Committee Call to Order:** Board Chair Frank Rotello presided and called the Executive Committee to order at 8:23 am.

CEO Call to Order: Mayor McNamara called the CEO meeting to order at 8:26 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 August 4, 2020 Meeting Minutes– Action Item:**
 - **TWC Executive Committee**
Correct minutes to remove details of closed session and just note that the committee entered into closed session.
Motion: Steege Second: Ott Approved
 - **Chief Elected Officials**
Motion: Winnebago Second: Stephenson Approved

4. **Employer and Participant Spotlight**

- **Employer Spotlight:** Dean Harms, Regional Manager for Illinois Manufacturing Excellence Center (IMEC) spoke to the group about IMECs role in Workforce Development and the partnership with employers through The Workforce Connection. IMEC provides training and other resources to employers to help organizations excel in their business. IMEC provides much of the Incumbent Worker Training supported by The Workforce Connection.
- **Individual Spotlight:** Catherine Dutton spoke to the group about her experience with The Workforce Connection. Catherine heard about The Workforce Connection through Facebook and was eligible for the Elevate Boone/Winnebago Youth program. In the program she received training resulting in an industry recognized credential as well wrap around services that assisted her with childcare and transportation while she was in training. She then participated in a Work Experience through Goodwill of Northern Illinois where she learned more skills and earned another certification. She is now using these skills at CorPro Signs in Loves Park, IL through an On-The-Job Training program. She expressed how informed and supported she was by her Career Planner at The Workforce Connection.

5. **One Stop Operator Report:**

Courtney Geiger reported to the group the One-Stop Operator has adjusted their strategy as a result of the discussion of the Re-Opening Ad Hoc Committee on the current surge in COVID-19 in the region and the possible additional mitigations. They are currently serving customers and participants in-person and virtually, however no live workshops or hiring events will be held at this time. An assessment on the need for a security guard on the 1st floor was done and it was determined that the additional guard was not needed. IDES has two security guards on the 3rd floor and has agreed that one of those guards could come down to the 1st floor, if needed.

Sue Carmichael reported on the COVID Protocols for staff at all TWC sites. She also listed the methods for serving participants through virtual meetings with Career Planners, DocuSign, and a physical document drop-box for those without technology.

Dr. Lisa Bly-Jones commended the One-Stop Operator consortium on the extensive work they have put into designing and carrying out their COVID Strategy. This strategy will be monitored by DCEO at their yearly monitoring visit in February 2021.

6. **DCEO Compliance Updates:**

- **PY2020 and PY2021 Negotiated Levels of Performance**

Dr. Lisa Bly-Jones thanked Bob Guirl for his participation in this process and Mike Johnson for leading the effort and doing the preliminary work. There are 15 measures submitted to the state. 14 of those measures were accepted and 1 measure had to be negotiated. The state was very pleased with the measures and goals submitted by our Local Workforce Area. Mike Johnson added that the measure that was negotiated is a measure that will be included for the first time in PY2021 for Youth Measurable Skills Gains. The state has been collecting baseline data on this goal for the past 3 program years to gauge what reasonable goals should be. After very little negotiating, our counter-proposal was accepted. These measures do not take COVID into account.

- **Equal Opportunity Monitoring**

Dr. Lisa Bly-Jones reported that we had one finding related to the website which was not EO compliant. Staff, along with the state, are working with the webmaster to resolve this matter and letter will be submitted the Department of Commerce and Economic Opportunity upon resolution. The board will be given a status update as well.

There were also some minor technical changes made to the MOU and those will be brought to the full board for approval.

Frank Rotello added that the success of the negotiations for the Performance Goals speaks to the structure of the TWC organization and the committee engagement. Bob Guirl's leadership working with the staff to have the reporting in place ahead of time makes it easier to react to these matters. He congratulated everyone on a job well done.

7. **White House Executive Order on Combatting Race and Sex Stereotyping:**

Dr. Lisa Bly-Jones brought this executive order to the attention of the committee and CEOs because the IWIB Equity Task Force that she co-chairs was cautioned by DCEO on how diversity, equity and inclusion was discussed in their meetings and that the executive order was taken under advisement. Since the local boards are monitored by DCEO, she thought it was important to share.

8. **Workforce Board and Chamber Partnership:**

Frank Rotello introduced a video he and Dr. Lisa Bly-Jones thought showcased valuable best practices to share with the committee. The video is about how the Las Vegas Workforce Development Board; Workforce Connections and the Las Vegas Chamber are working together to support business. They created The Workforce Blueprint 2.0 that includes gap analysis to be able to remediate the needs of the talent pipeline. Knowing each other's needs allows them to improvise their programs to support each other and collaborate on projects. A Business Office was established at the Chamber office to allow the businesses to work directly with Workforce Connections to access the resources they need to support their business during the pandemic as well as being a resource for new businesses moving into the area.

Dr. Lisa Bly-Jones recapped that their focus is on people, partnerships and possibilities and that focus provides an opportunity for these types of partnerships. Often there is an opportunity to braid funding to underwrite partnership initiatives to support programs that support businesses. Frank Rotello added The Workforce Connection is a regional asset to recovery and during these difficult times collaboration is key.

9. **Chairman's Remarks:**

Frank Rotello remarked that the workforce board needs to increase efforts in sharing the message that we are regional resource for businesses and individuals and need the help of all board members to promote TWC when they are participating with economic development, chamber and business organizations. We are responsible for considering the people component of economic development. Frank shared Dr. Bly-Jones' quote "Workforce development is an investment in Human Capital. It's impossible to have one without the other." stating that he thought this summed up the importance of partnerships to create a strong and dynamic local economy that helps us to provide growth and opportunities as well as taking advantage of all of the funds and getting the return and impact from these funds.

10. **Executive Director Report:**

Dr. Lisa Bly-Jones provided a written report to executive committee and chief elected officials.

11. **Member Comments/Announcements:**

Amy Ott commented that she thought the video was very timely and asked if Dr. Lisa Bly-Jones thought the practices in the video were brought forward at this time due to the unification of the Rockford Chamber and the Rockford Area Economic Development Council. Dr. Lisa Bly-Jones responded that she thought this was a great time to begin these conversations. Economic Development and Workforce Development work closely together. She has also volunteered to serve on the Search Committee for the RAEDC President. In conversations with Dan Ross, the Executive Director of the Community Foundation of Northern IL who will also be the new Chamber President, Dr. Bly-Jones expressed the opportunities for braiding funding to support regional initiatives. Because outcomes are an important part of funding initiatives, Dr. Bly-Jones advocated for The Workforce Connection Board because it is outcome focused and has the experience. Workforce Development is so much larger than WIOA. WIOA is just a funding mechanism. Workforce Development is the models you use to develop talent in your region. We understand Workforce Development in a broader context and not just under WIOA. Any initiatives should begin with employers. Employer engagement is key.

Chairman Haney was recognized for his service to The Workforce Connection Board and the community. Chairman Haney remarked that he likes the direction the board is taking. In the future, when there are larger efforts around workforce, he thinks the board needs to weigh in heavily on those efforts and issues. He also commented that he like the diversity of business members on the board and believes that diversity of private sector engagement in public leadership is key to growing forward. Chairman Haney thanked everyone and expressed his appreciation.

Frank Rotello agreed with Chairman Haney’s remarks and stressed that we need business engagement going into 2021.

12. **Public Comment:** None

13. **Adjournment:** A motion to adjourn was made at 8:56 am.

TWC Board Motion: Brown	Second: Ott	Approved
CEO Board Motion: Winnebago	Second: Stephenson	Approved

Respectfully submitted,
Cathy Cornelius

Date: January 26, 2021

ITEMS INCLUDED IN THE MEETING PACKET

Agenda 11-03-2020
Executive Committee / CEO Meeting Minutes 08-04-2020
Executive Director Report (Handout)
