



**The Workforce Connection Board and Chief Elected Officials
PY2021 Annual Meeting Minutes
The Workforce Connection Board,
Workforce Board for Boone, Winnebago, and Stephenson Counties**

Meeting: September 14, 2021

Time: 8:00 am

Location: Zoom Virtual Meeting

- Board Members Present (27): Ben Bernsten; Karen Brown; Todd Cagnoni; Len Carter; Michelle Cassaro; Pamela Fettes; Sue Fischer; Einar Forsman; Jessica Greenberg; Dr. Daniel Grohens; Greg Harle; Vanessa Hughes; Amy Ott; Jordan Priest; Frank Rotello; Craig Steege; Mark Stefanic; Glendia Strandin(for Morgan Gallagher); Mark Williams; Ed Wood; Jeff Zeal
- Board Members Absent (8): Scott Bloomquist; Kathy Crandall; Frank Delarosa; Al Golden; Bob Guirl; James Pirages; Dr. Howard Spearman;
- CEO Members Present (4): Thomas McNamara; William Hadley; Frank Haney; Karl Johnson;
- CEO Members Absent (0): None
- Board Staff Present: Dr. Lisa Bly-Jones; Chris Connors; Cathy Cornelius; Amanda Sink; Dan White; Odessa Walker;
- Partner Staff Present: Tom Austin; Ted Duckett; Courtney Geiger; Amy Hesselbacher; Leslie Lantow; Karyn McDonald; Rebecca Newton; Missy Soriano; Christa Smith; Jessica Story; Tonya Thayer; Keyanna Washington-Simpson; Trisha Welte;
- Guests Present: Jahari Allen; Tracy Brewer; Mike Broski; Kevin Catlin; Paula Carynski; Cynthia Forland; Andrea Gibbs; Ryan Goertzen; Tiana McCall; Scott Ramsby; Spitty Tata; Scott Wheeler; Ginny Wickerly; Anntonisha Williams

1. **TWC Board Call to Order:** Board Chair Frank Rotello presided and called the TWC Board to order at 8:00 am.

CEO Call to Order: Mayor McNamara called the CEO meeting to order at 8:05 am.

2. **TWC Board 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 Consent Agenda – Action Item:**

- TWC Board Meeting Minutes – 06/01/2021

- **CEO Meeting Minutes – 06/01/2021**

TWC Board

Motion: Carter Second: Ott Approved

CEO Motion: Stephenson Second: Winnebago Approved

4. Finance Report:

Amy Ott, Chair of the Finance Committee reviewed the June 2021 Finance Report Summary noting that this report reflects the pre-audit Fiscal Year End. She noted that Adult & Dislocated Worker Training Expenditures closed at 59%, well above the 50% requirement. Youth Work-Based Learning spending requirement ended at 24%, above the 20% requirement. Subrecipient spending for both Boone/Winnebago and Stephenson County Youth Services ended the year above the reasonable spending requirement. One-Stop Operator and Career Services ended slightly below the reasonable spending requirement. The Overall Actual Costs & Obligations ended the year well with funds being actually spend or obligated. Overall, the year ended in a good position.

5. Personally Identifiable Information Policy Update:

Chris Connors, Planning & Quality Assurance Manager for the Board informed the Board members that changes to the existing policy were made due to the additions made to the state policy. The modification includes adding specific information as it relates to:

- Handling and protecting Personally Identifiable Information
- Requirements to Protect Personally Identifiable Information
- Maintenance and Custody of Records with PII
- Retention and Destruction of Records with PII
- Monitoring of Protection of Personally Identifiable Information
- Security Breach Reporting

Motion: Approve the changes to the Personally Identifiable Information Policy as presented.

Motion: Brown Second: Fettes Approved

6. New Board Member Introduction

Shelly Cassaro, Vice Chair, introduced new Board Members who came onboard in the past 6 months and those who will be filling vacated positions.

- Jessica Greenberg – First National Bank
- Kim Kuborn – Dan Foss Drives
- Dr. Howard Spearman – Rock Valley College
- Dan Ross – Community Foundation of Northern Illinois
- Eva Kretschmar – RBG Janitorial
- Amy Grafton – Belvidere Area Chamber of Commerce

Frank Rotello welcomed and the new member and thanked them for lending their time and talents. A lot of what we do could not be accomplished without our very capable board members.

Amanda Sink asked the group to participate in a poll, answering the question: What word comes to mind when you think of an inclusive workforce for our region? The words the group submitted created a Word Cloud that they all could see. This created a visual of what the group thinks of for an inclusive workforce for our region.

7. The Workforce Connection Board Diversity, Equity and Inclusion (DEI) Statement

Karen Brown, Immediate Past Chair and Human Resource Committee Chair shared that an HR Committee was created earlier this year and they are looking at a number of things and one of those is the DEI

Initiative and the importance for The Workforce Connection Board to set the standard and lead the efforts in the region. The statement is:

Recognizing its economic, societal and organizational benefits, we are committed leaders of workforce diversity and inclusion, advocating and supporting equitable access to career and employment opportunities and partnering with employers to create equity within their workplaces for all in our region.

Along with the statement the HR Committee is working with the Board on ways to increase awareness and working toward leading the efforts of diversity within the region.

Frank Rotello added that all the committees of the Board help drive the Board's strategic plan.

Amanda Sink presented another poll question: What do you think are the top 3 industries for employment in our region? She shared the results of the survey and the answers were: Healthcare, Manufacturing and Hospitality.

8. Analysis of Performance: Focus on Equity

Frank Rotello shared how Bob Guirl and the Performance & Accountability Committee lead the charge to insure that the Board was able to make data-driven decisions. They worked for years to coordinate the core partners and develop a dashboard with the data that is needed. We wanted to get a more comprehensive view of the individuals served through the programs and so Forland & Wheeler Consultants were procured for that purpose. Frank introduced Dr. Cynthia Forland and Scott Wheeler. Dr. Cynthia Forland gave their background in workforce development consulting and prefaced the report. They then presented a very comprehensive presentation on jobseekers and workers served by The Workforce Connection. Their analysis included where participants live and their age, gender, race, ethnicity, and educational attainment. A question and answer session followed the presentation.

9. Member Comments:

Frank Rotello reminded the group that the Annual Meeting will continue with 2020 Reflections by Dr. Lisa Bly-Jones and himself, a panel discussion with area employers representing the Manufacturing, Healthcare, IT and Non-profit sectors.

10. Public Comment: None

11. Adjournment

Adjournment at 9:00 am.

TWC Board

Motion: Ott Second: Strandin (for Gallagher) Approved

CEO Motion: Winnebago Second: Stephenson Approved

Respectfully submitted,
Cathy Cornelius

Date: November 16, 2021

ITEMS INCLUDED IN THE MEETING PACKET

TWC Board Meeting Minutes 06/01/2021 (Action Item)

CEO Meeting Minutes 06/01/2021 (Action Item)

June 2021 Financial Report

Personally Identifiable Information Policy Update Approval (Action Item)
