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

Meeting: March 7, 2023
Time: 8:00 am
Location: Zoom Virtual Meeting

Board Members Present: Karen Brown; Michelle Cassaro; Kathy Crandall; Michael Dunn; Jeff Fahrenwald; Pamela Fettes; George Gaulrapp; Jeremy Grayewski; Bob Guirl; Dr. Sheila Hill; Vanessa Hughes; Dr. Brant Hulsebus; Jaime Jaquez; Eva Kretschmar; Kris Machajewski; Matt Montalbano; Amy Nord; Amy Ott; Dan Ross; Frank Rotello; Dr. Amanda Smith for Dr. Howard Spearman; Therese Thill; Todd Wells; Mark Williams; Jeff Zeal

Board Members Absent: Ben Bernsten; Scott Bloomquist; Todd Cagnoni; Len Carter; Sue Fischer; Al Golden; Jessica Greenberg; Dr. Daniel Grohens; Greg Harle; James Pirages; Troy Primus; Jamie Proctor; Casey Schwebke;

CEO Members Present: Scott Helms; Thomas McNamara; Rodney Riley

CEO Members Absent: Joseph Chiarelli;

Board Staff Present: Gina Caronna; Cathy Cornelius; Chris Oysti; Joan Rabe;

Partner Staff Present: Tom Austin; Joseph Agbeko; Courtney Geiger; Tabitha Sims; Mark Spain;

Guests Present: DJ Nosbisch, YWCA; Luz Ramirez, YWCA

- TWC Board Call to Order:** Board Chair Michelle Cassaro called the TWC Board to order at 8:06 am.

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

- 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 present.

- Approval of Meeting Minutes – Action Item:**
TWC Board Meeting Minutes – 12/06/2022

TWC Board Motion: **Ott** **Second:** **Ross** **Approved**

CEO Meeting Minutes – 12/06/2022

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

- Requests for Proposals for WIOA Youth Services in Stephenson County Release: (Action Item)**

Every three years, a Request for Proposal (RFP) is released by the board asking for proposals to provide youth services under the Workforce Investment and Opportunity Act (WIOA) to Stephenson County. The Youth RFP for Stephenson County is scheduled for release on March 9, 2023. The RFP is reviewed by the Youth Council to ensure the request is a reflection of the services the council would like to see provided in Stephenson County. The details may be found in the attached Action Form.

TWC Board Motion: Ross Second: Fettes Approved by Roll Call Vote

Abstentions: Dr. Amanda Smith for Dr. Howard Spearman; she works for a WIOA Partner Organization and Todd Wells, Bourn & Koch, recipient of Work-based learning funds from TWC.

CEO Motion: Stephenson Second: Boone Approved by Roll Call Vote

5. Finance

- **Mid-Year Budget Modification (Action Item)**
The preliminary budget for Program Year 2022 (July 1, 2022- June 30, 2023) was developed and approved by the Board and CEOs in June 2022. Each year a budget modification is completed mid-year to account for actual year-to-date activity and redistribute unused dollars to best utilize the resources. Karen Brown, Finance Committee Chair reviewed the budget modification line items with the Board. The details of the modification may be found on the attached Action Form.

TWC Board Motion: Ross Second: Fettes Approved by Roll Call Vote

Abstentions: Dr. Amanda Smith for Dr. Howard Spearman; she works for a WIOA Partner Organization and Todd Wells, Bourn & Koch, recipient of Work-based learning funds from TWC.

CEO Motion: Stephenson Second: Boone Approved by Roll Call Vote

- **Program Year 2021 AUP Report**
The report of the Applying Agreed-Upon Procedures (AUP) was included in the Agenda Packet and is available upon request. Karen Brown reported that there were no Findings in the report.
- **Program Year 2021 Audit Report**
The report of Financial Statements and Independent Auditor's Reports was included in the Agenda Packet and is available upon request. Karen Brown reported that there were no areas of concern. She thanks Dan White and the team for their good work.
- **January 2023 Finance Report**
Karen Brown reviewed the January 2023 Finance Report Summary noting that spending for all the grants is good. See the Finance Summary Report attached for details.

6. Spotlight Presentations

- YWCA Northwestern – DJ Nosbisch presented the YWCA's YW Tech Lab to the Board and meeting attendees. A copy of the presentation is attached to these minutes.
- State of the Workforce – Tom Austin, IDES, presented Labor Market Information through December 2022. This report is available upon request.

7. Board Chair Remarks

Michelle Cassaro, Board Chair shared information about 3 new Board members. Those new Board members are Jaime Jacquez with Collins Aerospace; Therese Thill, Executive Director for the Rockford Area Economic Development Council (RAEDC); and Troy Primus, Vice President of Operations for AAR Corp.

She also recognized Courtney Geiger, Director of Mission Services for Goodwill of Northern Illinois and Director of Workforce as the One-Stop Operator for The Workforce Connection for the Women of Achievement awards she received from The YWCA Northwestern Illinois for outstanding leadership and work to exemplify the nonprofit's mission of eliminating racism and empowering women.

8. Executive Director's Remarks

Gina Caronna gave an update on the Rapid Response Event held for Stellantis and the affected suppliers. She also informed the Board that she, Michelle Cassaro, and Todd Wells will be attending the National Association of Workforce Boards Forum 2022 later this month. Gina thanked George Gaulrapp for arranging for the use of the ComEd Rockford Training Center for the TWC Board meetings. At the next meeting, Board members and attendees are invited to take a tour of the ComEd facility.

9. Member Comments:

George Gaulrapp informed all attendees that ComEd is in the process of hiring 400 new people. For more information please go to ComEd.com/careers.

10. Public Comment:

None

11. Adjournment

TWC Board Motion to adjourn at 9:17 am

Motion: Williams Second: Wells Approved

CEO Board Motion to adjourn at 9:16 am

Motion: Stephenson Second: Boone Approved

Respectfully submitted,
Cathy Cornelius

Date: April 4, 2023

ITEMS INCLUDED IN THE MEETING PACKET

TWC Board Meeting Minutes 12/06/2022 (Action Item)

CEO Meeting Minutes 12/06/2022 (Action Item)

Requests for Proposals for WIOA Youth Services in Stephenson County (Action Item)

Mid-Year Budget Modification Approval (Action Item)
