



## The Workforce Connection Board and Chief Elected Officials Serving Boone, Winnebago, and Stephenson Counties

**Meeting Date:** December 6, 2022  
**Time:** 8:00 am to 9:00 am  
**Location:** Plumbers & Pipefitters Local Union 23 Hall, 4525 Boeing Drive, Rockford  
**RSVP to:** [ccornelius@theworkforceconnection.org](mailto:ccornelius@theworkforceconnection.org) or 815-395-6638

*Mission Statement: To create a competitive, skilled and educated workforce by providing a system for individuals to gain meaningful employment in response to the needs of business.*

### AGENDA

1. **TWC Board Call to Order**  
CEO Call to Order  
Chair Michelle Cassaro  
Mayor McNamara
2. **TWC Board Roll Call**  
Chief Elected Officials Roll Call
3. **Approval of Meeting Minutes – TWC Board & CEO Action Item**
  - TWC Board Meeting Minutes – 09/13/2022
  - CEO Meeting Minutes – 09/13/2022
4. **Approval of PY2022 WIOA Partner MOU Required Modifications - TWC Board Action Item**
5. **Committee Reports**
  - **Pathways to Careers** Pamela Fettes and Nik Butenhoff, Co-Chairs
  - **Operations Management Council** Ben Bernsten, Chair
  - **Employer & Public Engagement** Vanessa Hughes and Ryan Goertzen, Co-Chairs
  - **Youth Council** Scott Bloomquist, Chair
  - **Finance Committee** Karen Brown, Chair
  - **Human Resources Committee** Karen Brown, Chair
6. **Spotlight Presentation**
  - **The Workforce Connection, AAR Corp, and Rock Valley College Grant Partnership**
    - Todd Morgan and Vicki Burst – Rock Valley College
    - Ryan Goertzen – AAR Corp
7. **Board Chair’s Remarks** Michelle Cassaro
  - **Einar Forsman Recognition**
8. **Executive Director’s Remarks** Gina Caronna, Executive Director
  - **SWOT Analysis Feedback**
9. **Member Comments**
10. **Public Comment**
11. **Adjournment**

*The Workforce Connection Board is an Equal Opportunity Employer/Program. A sign language interpreter, alternative format materials, or infrared assistive listening devices will be made available with 72-hour notice. Additional reasonable accommodations will be made available upon request.*

*In accordance with the Illinois Open Meeting Act, The Workforce Connection Board may enter into a meeting session closed to the public to discuss issues identified as appropriate for a closed session.*



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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: September 13, 2022**

**Time: 8:00 am**

**Location: Zoom Virtual Meeting**

Board Members Present: Ben Bernsten; Scott Bloomquist; Karen Brown; Todd Cagnoni; Kathy Crandall; Michelle Cassaro; Michael Dunn; Pamela Fettes; George Gaulrapp; Greg Harle; Dr. Sheila Hill; Vanessa Hughes; Dr. Brant Hulsebus; Jim Knutson; Eva Kretschmar; Kris Machajewski; Matt Montalbano; Amy Nord; Amy Ott; James Pirages; Dan Ross; Frank Rotello; Casey Schwebke; Dr. Howard Spearman; Juan Tapia; Todd Wells; Mark Williams; Jeff Zeal

Board Members Absent: Len Carter; Jeff Fahrenwald; Sue Fischer; Einar Forsman; Jessica Greenberg; Al Golden; Dr. Daniel Grohens; Bob Guirl; Kim Kuborn; Jamie Proctor

CEO Members Present: Joseph Chiarelli; William Hadley; Karl Johnson; Thomas McNamara;

CEO Members Absent: None

Board Staff Present: Gina Caronna; Cathy Cornelius; Chris Oysti; Dan White;

Partner Staff Present: Joseph Agbeko; Courtney Geiger; Christopher Greenwood; Mark Krupke; Beth Mead; Karyn McDonald; Tabitha Sims; Dr. Amanda Smith; Jessica Story; Tricia Wagner

Guests Present: Keith Barnes, Keynote Speaker; Nik Butenhoff, Committee member; Mary Cacioppa; Tabatha Dougherty; Bridget French; Ryan Goertzen, Committee member; Linda Lowry; Beth Mead; Paul Nolley, Committee member; Luz Ramirez; Dr. Amanda Smith; Therese Thill;

1. **TWC Board Call to Order:** Board Chair Frank Rotello presided and called the TWC Board to order at 8:13 am.

**CEO Call to Order:** Mayor McNamara called the CEO meeting to order at 8:16 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 present.

3. **Approval of Meeting Minutes – Action Item:**  
TWC Board Meeting Minutes – 06/07/2022

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

CEO Meeting Minutes – 06/07/2022

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

4. **New Slate of Officers/New Board Member Introduction:**

The new slate of officers for the term 10/01/2022 through 09/30/2024 was presented. Michelle Cassaro was introduced as the new Board Chair, with Frank Rotello moving to the Immediate Past Chair seat. Karen Brown moved from the Immediate Past Chair seat to become the Treasurer/Secretary. Amy Ott moved from the Treasurer/Secretary seat to become the Director-at-Large. Todd Wells graciously accepted the position of Vice-Chair. The Board is excited by both the experience and new ideas this slate of officers will bring with them.

Many new Board members were introduced. Nine of the eleven new members are Business Representatives from our region's strongest industry sectors. New to our Board is a representative from community partner, Region 1 Planning Council, Michael Dunn. The Board also looks forward to working with Kris Machajewski and the YWCA in its new role of providing Literacy Council services.

5. **Guest Speaker – Keith Barnes, Vice President of Equity and Inclusion**

Karen Brown, Immediate Past Chair introduced Mr. Keith Barnes and his work at Rock Valley College as it relates to Diversity, Equity, and Inclusion. Karen, as the Chair of the Human Resources Committee, is leading the Board as it strives to meet the goals of its DEI Statement. Keith's presentation can be found attached to these minutes.

6. **Collaborating for the Future**

Courtney Geiger presented information on TWC's impact and opportunities for Program Year 2021 (07/01/2021-06/30/2022). She shared information on training, hiring events, and career center visits. She shared data on the number of individuals enrolled in classroom or work-based training and the educational and employment impact of that training and supportive services. The key industry sector occupations in our region resulted in livable wages for those who completed training as well as millions of dollars in Return on Investment (ROI) to the region.

Frank Rotello, Chair shared Regional Labor Market Data related to population trends, Labor Force Participation Rate trends, Educational Attainment, Unemployment Rate Trends, Employee Retention Survey, COVID Affects, and State by State Unemployment and how the workforce board is reviewing this data and using it to design strategies to help both employers and individuals during this unprecedented economic climate. Presentation attached to these minutes.

7. **Aligning for 2023 and Beyond**

**Group Discussion-** With this data in mind, Frank asked the group to review the Board's Mission and Vision statements to see if they still aligned with the work of the Board. He then asked the group to complete a SWOT Analysis of the Board to identify strengths, weaknesses, opportunities, and threats in different areas. The attendees broke into small groups to complete the SWOT analysis. Presentation attached to these minutes.

8. **Closing Remarks**

Frank Rotello and Gina Caronna, Executive Director, shared their remarks on the direction of the Board for the new program year. Gina thanked Frank for his service as Board Chair for 2 terms and his dedication to the workforce of the three-county area.

9. **Member Comments:**

None

10. **Public Comment:**

None

11. **Adjournment**

TWC Board Motion to adjourn at 9:40 am

**Motion: Brown Second: Ott Approved**

CEO Board Motion to adjourn at 9:23 am

**Motion: Boone Second: Winnebago Approved**

*Note: The CEO Board adjourned ahead of the TWC Board in case any of the Chairman needed to leave for another appointment.*

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Respectfully submitted,  
Cathy Cornelius

Date: November 17, 2022

**ITEMS INCLUDED IN THE MEETING PACKET**

*TWC Board Meeting Minutes 06/07/2022 (Action Item)*

*CEO Meeting Minutes 06/07/2022 (Action Item)*

*New-Outgoing Board Members*

*Keith Barnes Bio*

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**THE WORKFORCE CONNECTION BOARD  
ACTION FORM**

Action       Presentation

Date: 12/06/2022

Point of Contact: Gina Caronna

Telephone: 815-395-6609

**Subject:** Approve technical revisions as required by the State Inter-Agency Team to the Memorandum of Understanding (MOU) between The Workforce Connection and Local Workforce Area 3 One-Stop Partners.

**Background:** The Workforce Innovation and Opportunity Act (WIOA) establishes ambitious goals for the integration of workforce service programs. The goals are intended to maximize the value and benefits to customers of services available to them under Federally-funded workforce development programs. Included are business customers seeking to acquire talent and skills needed to compete in a global economy. Also included are program participants seeking to acquire skills and recognized credentials. To achieve the level of integrated service delivery WIOA envisions, all Federally-funded workforce development programs must work collaboratively to optimize the quality of services provided. WIOA also requires each partner to contribute its proportionate share of the costs required for the operation of the local one-stop delivery system.

The MOU was developed with partner involvement in accordance with guidelines established by the Governor and an Interagency Team representing State agencies administering Federally-funded workforce development programs. The MOU describes what *Basic Career Services* each Partner provides and how those services will be provided through the One-Stop System (The Workforce Connection). Partners may provide services on-site or via technology; however “on-demand” access is required. The MOU also discusses:

- The role of the One-Stop Operator;
- Location of the comprehensive one-stop center and affiliate centers;
- Referral processes;
- Physical and programmatic accessibility;
- Data sharing;
- Cost sharing; and
- General provisions – amendments, agreement termination, etc.

On October 5, 2022, workforce areas in Illinois were notified that technical changes were required to complete the approval of the MOU. Technical changes required for The Workforce Connection MOU are listed in the attached letter, and identified in the MOU attached in “track changes”. Revisions were submitted on October 18, 2022.

**Motion:** To approve the MOU effective through June 30, 2023, as presented.

**Action Taken:**

Approved

Not approved

Amended as follows:



## WIOA INTERAGENCY TECHNICAL ASSISTANCE TEAM

VIA ELECTRONIC MAIL

October 5, 2022

Ms. Michelle Cassaro  
Chief Financial Officer  
Chicago Rockford International Airport  
Rockford, IL 61109-2902

Dear Ms. Cassaro:

The Workforce Innovation and Opportunity Act (WIOA) Interagency Technical Assistance Team, which consists of state-level partners of all required programs encompassed by WIOA, has reviewed the Memorandum of Understanding (MOU) submitted by Local Workforce Innovation Area (LWIA). These reviews were conducted by representatives of required partners in accordance with Federal and State requirements under WIOA, including the "Governor's Guidelines – Revision 4." This letter describes the determination made on the basis of these reviews.

Memoranda of Understanding may require additional modifications based on the required revisions described in the report attached to this letter. Revisions are required to be submitted within 30 days as follows:

1. Please submit modifications in a Word document using the "Track Changes" tool showing redline edits or other method clearly marking revised content to enable reviewers to identify your local area's response to the required revisions in this letter.
2. All required revisions are due no later than October 30, 2022. A letter addressed to Michael Baker on behalf of the WIOA Interagency Technical Assistance Team must be submitted clearly affirming the local workforce board's formal approval and acceptance of the required revisions. The formal letter<sup>1</sup> is due to [wioaplans-mous@illinoisworknet.com](mailto:wioaplans-mous@illinoisworknet.com) within five business days of the first board meeting immediately following the submission of all revisions.
3. These revisions do not require a 30-day public notice prior to submission; however, all LWIBs are encouraged to make their revised document available for public viewing.

Please submit all revised MOUs and local board meeting minutes as follows:

Michael Baker

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<sup>1</sup> The template for this response letter is included [here](#) as an attachment to the Governor's Guidelines – Revision 4.



**WIOA INTERAGENCY TECHNICAL ASSISTANCE TEAM**

Manager – Strategic Planning & Innovation  
Office of Employment & Training  
Illinois Department of Commerce and Economic Opportunity  
[wioaplans-mous@illinoisworknet.com](mailto:wioaplans-mous@illinoisworknet.com)  
O: 217-558-6423

Attached is a detailed report specifying required revisions and providing other results from the State's review.

You may request technical assistance at any time by Drew Thomason at [drewt@kebcpa.com](mailto:drewt@kebcpa.com).

Sincerely,

A handwritten signature in cursive script that reads "Mike Bob".

Michael Baker  
*On behalf of the WIOA Interagency Technical Assistance Team*

cc: Honorable Thomas McNamara  
Cathleen Cornelius



**WIOA INTERAGENCY TECHNICAL ASSISTANCE TEAM  
Determinations**

The WIOA Interagency Technical Assistance Team has made the following determinations related to the MOU Amendment pertaining to LWIA 3:

*Please revise all signature pages that use any acronyms and abbreviations to, instead, spell out each official title. The inclusion of acronyms or abbreviations may prevent the ultimate approval of the MOU by the Illinois Comptroller, resulting in possible payment delays.*

The MOU Effective Through June 30, 2023 is:	
<input type="checkbox"/>	<b>Approved</b>
<input checked="" type="checkbox"/>	<b>Approved with technical changes required</b>
<input type="checkbox"/>	<b>Approval pending</b>

**Required Modifications**

Required Revisions to the Memorandum of Understanding		
<i>Page # of MOU</i>	<i>Citation of Required Content</i>	<i>Required Revisions</i>
<b>Required Revisions in the MOU effective through June 30, 2023:</b>		
14	WIOA Sec. 121(c)(2)(iv) § 678.500(b)(4) Governor’s Guidelines, Section 1, Item 8(j)) (§ 678.600-635)	Included the one-stop operator model used.
14 and Budget Spreadsheet – Tab D and D.2	WIOA Sec. 121(c)(2)(iv) § 678.500(b)(4) Governor’s Guidelines, Section 1, Item 8(j)) (§ 678.600-635)	The cost of the one stop operator in the MOU narrative does not match the cost of the one stop operator listed in the budget MOU. It appears the figured listed in the budget spreadsheet is incorrect when compared against the current one-stop operator agreement. Update these figures to ensure they match.