



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

**Meeting: December 6, 2022**  
**Time: 8:00 am**  
**Location: Zoom Virtual Meeting**

**Board Members Present:** Ben Bernsten; Karen Brown; Michelle Cassaro; Michael Dunn; Jeff Fahrenwald; Pamela Fettes; Sue Fischer; Einar Forsman; George Gaulrapp; Jeremy Grayewski; Greg Harle; Dr. Sheila Hill; Vanessa Hughes; Dr. Brant Hulsebus; Jaime Jaquez; Jim Knutson; Eva Kretschmar; Kris Machajewski; Matt Montalbano; Amy Nord; Amy Ott; James Pirages; Jamie Proctor; Frank Rotello; Casey Schwebke; Dr. Howard Spearman; Todd Wells; Mark Williams; Jeff Zeal

**Board Members Absent:** Scott Bloomquist; Todd Cagnoni; Len Carter; Kathy Crandall; Jessica Greenberg; Al Golden; Dr. Daniel Grohens; Bob Guirl; Dan Ross;

**CEO Members Present:** Joseph Chiarelli; Scott Helms; Thomas McNamara;

**CEO Members Absent:** Rodney Riley

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

**Partner Staff Present:** Courtney Geiger; Jessica Story; Dr. Amanda Smith; Mark Spain; Therese Thill

**Guests Present:** Nik Butenhoff, Co-Chair Pathways to Careers Committee; Todd Morgan and Vicki Burst, Rock Valley College; Ryan Goertzen, AAR Corp

1. **TWC Board Call to Order:** Board Chair Michelle Cassaro called the TWC Board to order at 8:07 am.

**CEO Call to Order:** Mayor McNamara called the CEO meeting to order at 8:08 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 – 09/13/2022

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

CEO Meeting Minutes – 09/13/2022

**CEO Board Motion: Winnebago Second: City of Rockford Approved**

4. **Approval of PY2022 WIOA Partner MOU Required Revisions:**  
Approval of 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. The revisions were submitted on October 18, 2022.

**Motion: Ott Second: Fahrenwald Approved**

**Abstentions: Karen Brown, Ben Bernsten, and Dr. Howard Spearman. All work for MOU Partner Organizations.**

5. **Committee Reports**

Each Committee Chair or Co-Chair gave a report on the efforts of the committee.

6. **Spotlight Presentations**

- The Workforce Connection, AAR Corp, and Rock Valley College Grant Partnership
  - Todd Morgan and Vicki Burst of Rock Valley College gave a presentation on their role in the Grant Partnership with TWC and AAR.
  - Ryan Goertzen of AAR spoke to the Board and Chief Elected Officials on the benefits of this partnership to AAR and the region.

7. **Board Chair Remarks**

Michelle Cassaro, Board Chair recognized Einar Forsman for his service as a Board Member as well as a partner in the work of the Board over the past 25 years.

8. **Executive Director's Remarks**

Gina Caronna presented the results of the SWOT Analysis from the Annual Meeting. The presentation was shared via email to all attendees following the meeting.

9. **Member Comments:**

Greg Harle offered attendees a tour of the Plumbers and Pipefitters Training Center following the meeting. George Gaulrapp shared that there will be 24 students graduating from the ComEd training. The training was supported by the Community of the Future Board.

10. **Public Comment:**

None

11. **Adjournment**

TWC Board Motion to adjourn at 9:16 am

**Motion: Harle Second: Fahrenwald Approved**

CEO Board Motion to adjourn at 9:16 am

**Motion: Winnebago Second: City of Rockford Approved**

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Respectfully submitted,  
Cathy Cornelius

Date: March 3, 2023

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**ITEMS INCLUDED IN THE MEETING PACKET**

*TWC Board Meeting Minutes 09/13/2022 (Action Item)*

*CEO Meeting Minutes 09/13/2022 (Action Item)*

*PY2022 WIOA MOU Required Modifications (Action Item)*

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