



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

**Meeting Date:** September 12, 2023

**Time:** 8:00 am to 9:30 am

**Location:** NIU Conference Center, 8500 E. State Street, Rockford, IL 61108

**RSVP to:** [coysti@theworkforceconnection.org](mailto:coysti@theworkforceconnection.org) or 815-395-6676

*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. Call to Order**

- a. TWC Board
- b. Chief Elected Officials

Michelle Cassaro, TWC Board Chair  
Mayor Thomas McNamara, CEO Chair

**2. Roll Call**

- a. TWC Board
- b. Chief Elected Officials

**3. Approval of Meeting Minutes - TWC Board & CEO Action Item (Voice Vote)**

- TWC Board Meeting Minutes - 06/06/2023
- CEO Meeting Minutes – 06/06/2023

Michelle Cassaro, TWC Board Chair  
Mayor Thomas McNamara, CEO Chair

**4. Approval of Consent Agenda - TWC Board & CEO Action Item (Voice Vote)** Michelle Cassaro, TWC Board Chair

- a. Approval of Policy Changes
  - i. 100-06 Fiscal
  - ii. 400-01 Eligibility
  - iii. 400-04 Supportive Services
  - iv. 400-05 Adult and Dislocated Worker Follow-Up
  - v. 400-06 Career Planning
  - vi. 400-08 Youth Follow-Up

**5. Approval of Bylaws Changes - TWC Board & CEO Action Item (Voice Vote)** Dr. Gina Caronna, Executive Director

**6. Approval of Training Provider/Program Conditional Approval Process - TWC Board & CEO Action Item (Voice Vote)** Dr. Gina Caronna, Executive Director

**7. Approval of Training Provider/Program Approvals and Re-Approvals - TWC Board & CEO Action Item (Voice Vote)** Chris Oysti, Program and Communications Manager

**8. Keynote Address** Dr. Patricia Lynott, Interim President, Rockford University

**9. Board Chair's Remarks**

Michelle Cassaro, TWC Board Chair

**10. Executive Director's Remarks**

Dr. Gina Caronna, Executive Director

**11. Member Comments**

**12. Public Comment**

**13. 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.*



## **The Workforce Connection Board and Chief Elected Officials Meeting Minutes**

### **The Workforce Connection Board,**

### **Workforce Board for Boone, Winnebago, and Stephenson Counties**

**Meeting: June 6, 2023**

**Time: 8:00am**

**Location: ComEd Training Center, 403 Energy Avenue, Rockford, IL 61109**

**Board Members Present:** Ben Bernsten, Scott Bloomquist, Karen Brown, Michelle Cassaro, Kathy Crandall, Jeff Fahrenwald, Pamela Fettes, George Gaulrapp, Dr. Daniel Grohens, Greg Harle, Dr. Sheila Hill, Vanessa Hughes, Dr. Brant Hulsebus, Jaime Jaquez, Matt Montalbano, Paul Nolley, Amy Ott, James Pirages, Jamie Proctor, Therese Thill, Todd Wells, Mark Williams, Jeff Zeal

**Board Members Absent:** Todd Cagnoni, Len Carter, Michael Dunn, Sue Fischer, Jeremy Grayewski, Bob Guirl, Eva Kretschmar, Kris Machajewski, Amy Nord, Troy Primus, Dan Ross, Frank Rotello, Casey Schwebke, Dr. Howard Spearman

**CEO Members Present:** Mayor Thomas McNamara, Joe Chiarelli, Scott Helms (virtual)

**CEO Members Absent:** Rodney Riley

**Board Staff Present:** Dr. Gina Caronna, Cathy Corneluis, Chris Oysti, Joan Rabe, Dan White

**Partner Staff Present:** Tom Austin, Courtney Geiger, Tabitha Sims, Mark Spain

**Partner Staff Absent:** Jessica Story, Karyn McDonald, Ted Duckett

**Guest Present:** Scott Abbott, Hal Sprague, Nicole Corbett

1. TWC Board Call to Order: Board Chair Michelle Cassaro called the TWC Board to order at 8:03am  
CEO Call to Order: Mayor McNamara called the CEO meeting to order at 8:04am
2. TWC Board Roll Call: Roll call was taken and a quorum was present.  
CEO Roll Call: Roll call was taken and a quorum was present.
3. Approval of Meeting Minutes:  
TWC Board Meeting Minutes – March 7, 2023  
TWC Board Motion: Amy Ott Second: Jeff Fahrenwald Approved  
CEO Board Meeting Minutes – March 7, 2023  
CEO Board Motion: Joe Chiarelli Second: Mayor McNamara Approved
4. PY 2023 MOU: Approve submission of the Memorandum of Understanding (MOU) between the Workforce Connection and Local Workforce Area 3 One-Stop Partners. Ben Bernsten presented.  
(Please note all reports are in the Agenda Packet sent via email)  
TWC Board Motion: Amy Ott Second: James Pirages Approved  
CEO Board Motion: Joe Chiarelli Second: Mayor McNamara Approved

5. Stephenson County Youth Services Contract Award: Approval of Youth provider based on the recommendation of the Youth Council. Scott Bloomquist presented.

(Please note all reports are in the Agenda Packet sent via email)

TWC Board Motion:	Greg Harle	Second:	Amy Ott	Approved
CEO Board Motion:	Joe Chiarelli	Second:	Scott Helms	Approved

6. Finance Committee Report: April 2023 Karen Brown presented.

(Please note all reports are in the Agenda Packet sent via email)

- April 2023 Finance Report Summary
- Expenditures by Grant/Funding Stream
- TWC Expenditures by Funding Stream
- TWC Expenditures by Categories
- TWC Personnel & Operating Expenses
- Statement of Activities
- Approve Preliminary Budget for Program Year 2023 (7/1/23-6/30/24)

TWC Board Motion:	James Pirages	Second:	Jeff Fahrenwald	Approved
CEO Board Motion:	Joe Chiarelli	Second:	Mayor McNamara	Approved

- Program Year 2023 Preliminary Budget with Comparisons
- Administrative Funding Sources & Planned Expenditures
- Adult Funding Sources & Planned Expenditures
- Dislocated Worker/Trade Program Funding Sources & Planned Expenditures
- Board and Staff Operating Budget Program Year 2023 Preliminary Budget

7. Human Resources Committee: Karen Brown presented, approve changing The Workforce Connection's Diversity, Equity, and Inclusion (DEI) statement to a Diversity, Equity, Inclusion, Belonging (DEIB) statement to align with TWC's new DEIB website page.

- Chris Oysti presented the Diversity, Equity, Inclusion and Belonging (DEIB) webpage

TWC Board Motion:	Greg Harle	Second:	Pamela Fettes	Approved
CEO Board Motion:	Joe Chiarelli	Second:	Mayor McNamara	Approved

8. Spotlight Presentation: Summit Academy presented by Nicole Corbett Executive Director, Summit Academy, ROE

9. Board Chair Remarks:

- Welcome to Paul Nolley replacing Al Golden
- Great work on the MOU
- NAWB Conference, Washington DC

10. Executive Director's Remarks:

- Applying for several grants, including one for Apprenticeships
- Policies to be updated, sending out the current ones with the red lined version
- New program year, updating meeting invites

11. Member Comments

None

12. Public Comments

None

13. Adjournment

TWC Motion: Todd Wells Second: Amy Ott Approved

CEO Board Motion: Joe Chiarelli Second: Mayor McNamara Approved

Motion approved meeting adjourned 8:54am



**THE WORKFORCE CONNECTION BOARD**  
**ACTION FORM**

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☒ **Agenda/Action Item: Approval of Policy Changes**

**Date:** 09/12/2023

**Point of Contact:** Gina Caronna

**Email:** [gcaronna@theworkforceconnection.org](mailto:gcaronna@theworkforceconnection.org)

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**Motion:** Approve the modification to the following policies as presented:

- Eligibility
- Adult and Dislocated Worker Follow-Up
- Youth Follow-Up
- Supportive Services
- Fiscal
- Approve the new Career Planning Policy

**Action Taken:**

☒ **Approved**    ☐ **Not approved**

☐ **Amended as follows:**

**The Workforce Connection, Inc.**

**Policy Title: Fiscal**

**Modification Approved: September 12, 2023**

**Policy Number: 2016-100-06, Change 5**

**Status: Active**

**Effective: August 2012**

**Purpose:**

To clearly state The Workforce Connection's expectations for transparency and accountability for all finance-related functions, and to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship.

**References:**

None

**Background:**

The policy and procedural guidelines are designed to protect the assets of the organization; ensure the maintenance of accurate records of TWC's financial activities; provide a framework for decision making; establish operating standards and behavioral expectations; serve as a training resource for staff; and ensure compliance with federal, state and local legal and reporting requirements.

**Responsible Party:**

The Workforce Connection Board of Directors, the Executive Director and all staff members with a role in the management of TWC's fiscal operations. All personnel with a role in the management of TWC's fiscal operations are expected to uphold the policies and commit to proper, accurate financial management and reporting.

**Procedures:**

**General Accounting**

- Lines of authority are identified on the organization's organizational chart and will be followed by all employees.
- Current job descriptions, including duties and responsibilities, will be maintained for all employees and reviewed annually by the Executive Director.
- To ensure all funds are protected from mishandling and to help promote a system of checks and balances, financial duties and responsibilities will be specifically separated to ensure that no one employee has sole control over cash receipts, disbursements, etc.
- All forms will be completed in ink.
- As checks or ACHs are issued, the paid voucher and supporting documentation are filed in the appropriate files.
- All costs and revenue will be posted to a General Ledger.

- All checks must have a voucher prepared prior to payment that includes an explanation of the cost, account coding, and supporting documentation validating the cost. All vouchers will be reviewed for accuracy by the Business Account Liaison and approved by the Executive Director.

**Cash Receipts and Deposits**

- Checks and cash received will be received by the Business Account Liaison, logged into the receipts book, and given to the Fiscal Manager. The Fiscal Manager will prepare and make the bank deposit. The MIP bank receipt report and the receipts book will be compared and reconciled monthly by the Executive Director.

**Cash Disbursements**

- Checks will be written and distributed to the appropriate check signatories for review and signature.
- Signed checks will be mailed to the appropriate recipients, unless specifically requested to be picked up by the program participant. The check stub will be attached to the documentation as proof of payment and filed appropriately.
- In no event will checks be:
  - Prepared unless these procedures are followed.
  - Used other than in Numerical order.
  - Prepared or signed in advance.
  - Made out to “cash” or “bearer”.
  - Prepared on verbal authorization.
- Voided checks will have “VOID” boldly written in ink across the face of the check, the signature portion will be removed, and voided in the accounting software program. The voided checks will be retained in a separate file.

**Credit Card**

- Only the Executive Director, or the Business Account Liaison; with the advanced approval of the Executive Director; have authority to use the credit card.
  - A Purchase Requisition will be completed in advance for all credit card purchases.
  - Only items within the approved budget can be purchased with the credit card.
  - These procedures will be followed and confirmed for all credit card purchases.
  - All credit card purchases must be business related. Under no circumstances can the credit card be used for personal purchases.

**Bank Reconciliations**

- The reconciliation will be done monthly.
- It will be reconciled using the accounting software and compared to the General Ledger to ensure all are in balance.
- The Executive Director and the Board Secretary/Treasurer will review and approval the reconciliation report.
- Canceled checks will be examined for date, name, and required signatures.
- Lost or stolen checks –
  - Upon receiving notification that a check has been stolen or lost, an immediate stop payment order will be submitted to the bank providing the check number, date, amount, and payee.
- When the stop payment confirmation is received from the bank, a voucher will be prepared to account for the transaction.
- If, or when, a check is reissued, a voucher is prepared which will explain the nature of the check.



**Signature Authority**

Checks or ACH Payments for less than \$5000 will require only one signature, while checks or ACH Payments of more than or equal to \$5000 will require two signatures.

The Executive Director will sign checks or approve ACH payments, with a designated Board member additionally signing those checks or approving ACH payments more than or equal to \$5000.

In the absence of the Executive Director, any of the Board Members who are authorized signers on the account may sign checks or authorize ACH payments.

Approval of ACH payments for more than or equal to \$5000 may be approved by a designated Board member via an email to both the Fiscal Manager and Executive Director.

Approved ACH payments will be reviewed and approved by the Executive Director and the designated Board member on a monthly basis.

**Unrestricted funds**

- Any expenditure of unrestricted funds exceeding \$5,000 will require the approval of the Board.

**Purchasing**

- Special Purchase Requisitions will be prepared by an authorized staff member and approved by the Executive Director. The Executive Director will determine the appropriateness of expenditure and availability of funds.
- All purchases will be in accordance with the Board's procurement policy.
- Special Purchase Requisitions will be signed by the Fiscal Manager and approved by the Executive Director.
- Receipt of Purchased Items
  - The Business Account Liaison will be the authorized receiving agent.
  - The following procedures will be followed:
- Ensure all items have been received and sign the packing slip;
- Ensure all items are in "good" order; and
- Upon receipt of the invoice, compare the packing slip and purchase order to the invoice.
- Process for payment.

**Travel**

All travel will be paid/reimbursed in accordance with TWC's Travel Policy, 2016-400-03

**Property**

- Equipment is defined as items with a unit cost of \$1,000 or more and with a useful life of more than one year.
- Records will be maintained in accordance with 2 CFR 200.
- Equipment will be tagged and tracked.
- A physical inventory of equipment will be conducted annually.

**Financial Reporting**

- Reports will be provided to the Finance Committee and Board at least quarterly.

**External Audit**

Audits will be conducted in accordance with the Uniform Circular 2 CFR 200.500 and the Grant Accountability and Transparency Act. The audit report will be presented to the Finance Committee upon completion. The Finance Committee Chair will then report the results of the audit to the TWC Board.

The Chairperson of the Finance Committee shall monitor the audit process. The tasks associated with monitoring the audit may include, but not be limited to, communications with the auditor about the scope, timing, status and/or results of the audit; receiving information from the auditors as to issues and/or concerns identified during the audit process; reporting to the rest of

**The Workforce Connection, Inc.**

*Fiscal Policy Cont.*

the Finance Committee and/or to the Board of Directors concerning the status and/or results of the audit; and similar tasks.

**Action Required:** This information should be disseminated to TWC Board members and Board staff.

**Inquiries:** Questions regarding any aspect of this policy should be directed to TWC's Executive Director.

**Effective Date:** *Immediately Upon Board Approval*

## **The Workforce Connection, Inc.**

**Policy Title: Eligibility**

**Modification Approved: September 12, 2023**

**Policy Number: 2016-400-01 Mod 3**

**Status: Active**

**Effective: August 2012**

### **Purpose:**

To provide information regarding eligibility for WIOA funded Dislocated Worker, Adult, and Youth programs

### **References:**

- Department of Commerce Policy -5.1 General Eligibility Requirements
- Department of Commerce Policy -5.2 Adult Eligibility
- Department of Commerce Policy -5.3 Dislocated Worker
- Department of Commerce Policy -5.4 General Youth Eligibility
- Department of Commerce Policy 5.4.1 Eligibility Requirements for Out-Of-School Youth (OSY)
- Department of Commerce Policy 5.4.2 Eligibility Requirements for In-School Youth (ISY)
- Department of Commerce Policy -5.5 Low Income Individuals
- Department of Commerce Policy 5.6 Service Priorities
- Department of Commerce Policy 5.7 Veterans Priority of Service Requirements
- TEGL 19-16
- Attachments to above Policies:
  - WIOA Title IB General and Fund Source Eligibility Requirements and Documentation Sources
  - Dislocated Worker Eligibility Criteria Checklist
  - Employment Barriers Definitions

### **Background:**

Services provided in accordance with the Workforce Innovation and Opportunity Act (WIOA) require eligibility determination based on general eligibility for self-services and informational activities; and further determinations of eligibility for staff-assisted, individualized career and training services for dislocated workers, adults and youth.

### **Responsible Party:**

One Stop center program directors and staff responsible for WIOA funded programs must verify and document WIOA eligibility requirements for Dislocated Worker, Adult and Youth programs prior to enrollment. (See WIOA Title IB General and Fund Source Eligibility Requirements and Documentation Sources (effective March 1, 2022 v2.6))

### **Policy/Procedures:**

#### **I. General Eligibility Requirements**

- A. All individuals seeking assistance through the workforce system, through One-Stop Center(s) or technology, must have basic career services made available to them. The level of service

requested will determine the information required from the individual and the need for eligibility determination.

1. Individuals seeking only self-services and information activities through the Career Center, online materials and reference documentation, workshops, job fairs and employer training will be available to all individuals without determination of eligibility.
- B. Individuals receiving only self-service or information activities may be considered as reportable or non-reportable for performance purposes.
1. All individuals will be asked to sign in with the Career Navigator located at the front desk of each location.
  2. Individuals are requested to complete the registration, but must, at a minimum, provide their name to receive these services. A customer who only provides a name (or name and address) is considered non-reportable and unavailable to be included in any performance reports. However, failure to provide additional information does not deny the individual from receiving self-services and informational activities.
  3. Individuals may be counted as reportable by providing their name, address, and social security number. This information allows the reporting system to identify them as a unique individual and be counted in required reports.
  4. Reportable individuals receiving more than self-service or informational activities (i.e., staff-assisted services) must be determined eligible for the applicable program as outlined in this policy.
- C. Individuals seeking staff-assisted WIOA services must be registered following an eligibility determination. Registration is the process of collecting information through an online or paper application for entry and subsequent eligibility determination into the Illinois Workforce Development System (IWDS)
1. Eligibility certification shall be based on the information provided in the individual's signed and dated application.
    - a. Applications must be signed and dated on or prior to the application certification date in IWDS.
  2. Once an individual is registered, the individual is considered a "participant" and is generally subject to performance requirements.
  3. All Title IB registrations must be recorded in IWDS.
- D. WIOA requires all registered individuals under Title IB WIOA programs to meet two general eligibility requirements:
1. Authorized to work in the United States. Individuals participating in Title I programs and activities or receiving funds under Title I shall be citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States. (Sec. 188 (a)(5))

2. Compliance with Military Selective Service Requirement. All males born after December 31, 1959, who have reached age 18, must be registered with the Selective Service Administration as required by the Selective Service Act, (50 USC App. 453). (Sec. 189(h))
- E. All eligibility determinations must have supporting documentation as outlined in “WIOA Title IB General and Fund Source Eligibility Requirements and Documentation Sources” (Attached). It provides a list of sources of documentation allowed as evidence of general or program-specific eligibility.
1. Evidence of general eligibility must be maintained in the participant’s case file.
  2. Self-attestation may be used to support most eligibility determinations; however, it should always be used as the last option for support. All other options available under a particular eligibility determination decision must be reviewed before relying only on self-attestation.
    - a. The only exception is for an eligibility determination of an individual with disabilities. If the disability is the only means for determining eligibility, then the customer should provide a source of support other than self-attestation, if available.
    - b. If the disability is not the only means to determine eligibility, then self-attestation alone is sufficient to document the existence of a disability.
  3. Self-attestation is the only requirement for the purposes of collecting demographic information or when a participant seeks accommodations to participate in services.

## **II. Adult Eligibility**

- A. An “adult” customer of WIOA must:
1. Meet general eligibility requirements; and
  2. Must be age 18 or older.
- B. After eligibility determination, priority for individualized career services and training services shall be given to:
1. Veterans and Eligible Spouses
  2. Recipients of public assistance;
  3. Other low-income individuals;
  4. Individuals who are basic skills deficient; and
  5. Veterans & Eligible Spouses who are not included in WIOA’s Priority Groups.
- C. Priority for services is established at any time or point in the service delivery process when individuals are waiting for appointments, training funds and/or supportive services. If waiting to access services occurs the priority populations identified in B. are served first, after Veterans.

## **III. Dislocated Workers Eligibility**

- A. A “dislocated worker” customer of WIOA must meet general eligibility requirements and at least one 1) of the following dislocated worker eligibility requirements:
1. The individual:

- a. Has been terminated or laid off or has received notice of employment termination or layoff; this would include an individual who has separated from or has an impending separation from the Armed Forces; and
  - b. Is eligible for or has exhausted entitlement to unemployment compensation as documented in one of the following ways.
    - 1) Unemployment Insurance Benefits. The classification of persons as eligible for unemployment compensation is limited to those who have been determined eligible to receive a monetary benefit by the state unemployment insurance administering agency, or who have been determined by the state unemployment insurance administering agency to have exhausted their benefits, or
    - 2) Tenure. Has been employed for a duration sufficient to demonstrate attachment to the workforce (meaning the individual must have at least thirty (30) days of employment in the industry or occupation from which he/she was dislocated), but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law; and
3. The individual is unlikely to return to a previous industry or occupation.
- a) The occupation or industry is low-growth or in decline; for example:
    - i) Laid off or terminated from a low-growth industry, defined by a North American Industrial Classification System (NAICS) code category with less than the statewide average growth rate; or
    - ii) Laid off or terminated from a low-growth occupation, defined as any O\*NET Codes category with an average annual employment growth rate of less than the statewide average growth rate for all occupations;
  - b) The individual requires additional assistance. After an assessment of education, skills, and Work Experience has been determined by the Title IB entity to require additional assistance to qualify for any available openings in the industry or occupation from which the person was laid off or to obtain employment in another occupation. Such determination must be documented in the person's case file.
    - i) Examples of requiring additional assistance include but are not limited to the following:
      - (a) An individual who meets the long-term unemployed criteria (unemployed for twenty-seven (27) or more consecutive weeks);
      - (b) The individual is a separating or separated member of the U.S. Armed Forces;
      - (c) The individual has a history of involvement at any stage with the criminal justice system (justice-touched individual);
      - (d) The individual is likely to enter a new job that is different structurally or organizationally than their previous job;

- (e) The individual is likely to enter a new job with lower seniority compared to their previous position;
- (f) The individual has a gap in employment that decreases their chances of returning to the same level of occupation or type of job, including justice-touched individuals;
- (g) There are limited employment opportunities in the occupation or industry within the local area;
- (h) There is an excess number of workers with similar skill sets and experience in the local area;
- (i) The individual has out-of-date or inadequate skills;
- (j) The individual has adequate skills, but lacks a credential required by most employers;
- (k) The individual has a barrier to employment such as a disability, medical condition, or legal issues that could prevent a return to employment in the same industry or occupation as outlined in the Employment Barriers Definitions (See Attachments tab); or
- (l) An unsuccessful job search suggests the individual is unlikely to regain employment in their previous occupation or industry.

## 2. Facility Closure or Substantial Layoff

### a. The individual:

- 1) Has been terminated or laid off, or has received notice of termination or layoff from employment due to a permanent closure of or a substantial layoff (defined below) at a plant, facility, or enterprise; or
  - a) Substantial layoff includes, but is not limited to, the following:
    - i) Layoffs resulting from Federal, State, or local disasters or emergencies (e.g., flood, tornado, fire, COVID, etc.);
    - ii) Documented State or Local Rapid Response layoff in the Illinois Employment Business System (IEBS); or
    - iii) Layoffs from sectors and occupations that are substantial or significant to the regional or local workforce or economy as identified by the local workforce innovation board (LWIB) in the regional/local plans.
- 2) Is employed at a facility in which the employer has made a general announcement that the facility will close within one hundred eighty (180) days; or
  - a) Customers determined eligible under this criterion may receive the full array of Career Services, Training Services, and Supportive Services, as appropriate.
- 3) For purposes of eligibility to receive basic career services, the individual is employed at a facility at which the employer has made a general announcement that such facility will close.

- a) Customers determined eligible under this criterion are not eligible to receive individualized career services, training services, or supportive services unless it is within one hundred eighty (180) days of planned facility closure (at which time they become eligible under 2) above for all WIOA services.
  - b) LWIBs may develop policies and procedures to specify what constitutes a “general announcement” for plant closings;
    - i) These policies and procedures could include policies and procedures for what constitutes a “general announcement” of a plant closing.
    - ii) General announcements apply only to those individuals who have received general notices of an impending layoff
- 3. Profiled to Exhaust Unemployment Insurance Benefits;
  - a. The individual is a profiled and referred Unemployment Insurance (UI) claimant whose UI profilee date is within the past calendar year of the WIOA application date;
    - 1) The state has determined as allowed per 680.130(b)(3), that UI profilees are eligible dislocated workers and is consistent with the definition of dislocated worker at WIOA Section 3(15).
    - 2) In such instances, no further documentation will be needed to establish the “Unlikely to Return to a previous Industry or Occupation” criterion of WIOA section 3(15)(A)(iii).
    - 3) As a result, acceptance of UI profiling data to prove eligibility for meeting the requirements of 3(15) is the only standard. General eligibility requirements will still apply.
- 4. No Longer Self-Employed;
  - a) The individual is self-employed (including employment as a farmer, a rancher, or fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
  - b) Eligibility determination for the self-employed is based on the following requirements:
    - 1) Formerly self-employed but currently unemployed, including individuals who have lost their business(es) due to a specified Natural Disaster or a specific economic condition.
    - 2) Self-employed and going out of business or in the process of going out of business due to specified events or conditions that provide evidence of impending business failure.
    - 3) Family member of, or worker for a formerly self-employed individual including farm hands or ranch hands of persons in categories a. and b. above, provided that their contribution to the business constituted as least one (1) year of full-time work.
    - 4) This would include independent contractors or consultants who are not employees of an entity.



5. Is a Displaced homemaker which is defined as an individual who:
  - 1) Was dependent on the income of another family member and is no longer supported by the income of that family member; and
  - 2) Is unemployed or Underemployed and is experiencing difficulty in obtaining or upgrading employment.
6. Is the Spouse of a member of the Armed Forces on active duty:
  - a. Has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station; or
  - b. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

#### **IV. Youth Eligibility**

- A. A “youth” customer of WIOA must meet general eligibility requirements and, at the time of eligibility determination, meet the requirements for an in-school or an out-of-school youth.

##### **Out-of-school Youth Eligibility Requirements**

1. To be provided services under the youth funding stream as an “out-of-school youth”, the individual must be:
  - a) Not attending any school as defined under state law, individuals attending Adult Education provided under Title II of WIOA, YouthBuild or Job Corps are also classified as out-of-school youth;
  - b) Not younger than age 16 or older than age 24; and
  - c) One or more of the following:
    - 1) A school dropout as defined by the state,
    - 2) Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter as defined by the school district and the applicable school based on the student’s residence or assignment;
    - 3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
      - i) Basic skills deficient (20 CFR 681.290); or
      - ii) An English language learner.
    - 4) Subject to the juvenile or adult justice system;
    - 5) Homeless<sup>1</sup>, a homeless child or youth<sup>2</sup>, a runaway, in foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act<sup>3</sup>, or in an out-of-home placement;
    - 6) Pregnant or parenting;
    - 7) An individual with a disability<sup>4</sup>;
    - 8) A low-income individual requiring additional assistance to enter or complete an educational program or to secure or hold employment. (*See section VII.*)

**2. *For individuals required to attend school under applicable state compulsory school attendance***

*laws, the priority of assistance shall be for the individual to attend school regularly.*

### **In-school Youth Eligibility Requirements**

To be provided services under the youth funding stream as an “in-school youth”, the individual must be:

- a) Attending school (as defined by state law);
  - b) Not younger than 14 (unless an individual with a disability attending school under State law) or older than 21;
    - 1) A youth attending postsecondary education who is twenty-two (22) at the time of eligibility determination would not be eligible for the WIOA program because they are in school and over the age of twenty-one (21). That individual could be served through the WIOA adult program.
    - 2) There is one exception to age eligibility for youth attending school. Youth with disabilities who have an Individualized Education Program (IEP) may be enrolled in ISY after the age of twenty-one (21) since Illinois law allows youth with disabilities to be served by the K-12 public school system until the age of twenty-two (22). Such youth may only be enrolled as ISY up to age of twenty-two (22) to receive secondary education services.
  - c) A Low-income individual, including an individual that receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (Sec. 3(36)(A)(iv)) or who lives in a high poverty area;
  - d) One or more of the following:
    - 1) Basic skills deficient.
    - 2) An English language learner.
    - 3) An offender.
    - 4) Homeless<sup>5</sup>, a homeless child or youth<sup>6</sup>, a runaway, in foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act<sup>7</sup>, or in an out-of-home placement.
    - 5) Pregnant or parenting.
    - 6) A youth who is an individual with a disability<sup>8</sup>.
    - 7) An individual requiring additional assistance to enter or complete an educational program or to secure or hold employment. (*See section VII.*)
      - a) ***This criterion can only be used when no other barriers exist.***
- B. Not more than 5 percent of the youth individuals assisted under this section may be persons who would be covered individuals, except that the persons are not low-income individuals.

- a. The calculation is based on the percentage of all youth served by the program in a given program year.
- C. Individuals that choose to access the youth program based solely on disability as an eligibility criterion will be required to provide evidence of disability.
  - a. If an individual is determined eligible for the youth program based on other eligibility criteria or if disability status is disclosed after enrollment, disability self-attestation is sufficient for the participant's file.
  - b. Additional evidence of disability is not required if the youth eligibility determination is not made based solely on disability.

1 As defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 USC 14043e-2(6)).

2 As defined in Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 11434(2)).

3 42 USC 677

4 As defined in Section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102). Refer to 20 CFR 681.280 for income parameters.

5 As defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 USC 14043e-2(6)).

6 As defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 11434a(2)).

7 42 USC 677

8 As defined in section 3 of the Americans with Disabilities Act of 1009 (42 USC 12102). Refer to 20 CFR 681.280 for income parameters.

## **V. Low-Income Individuals**

WIOA requires that all registered participants meet minimum eligibility requirements depending on the program for which they are being enrolled.

- A. As outlined previously for program eligibility:
  - 1. Low income may be a qualifying criteria for being determined eligible for the youth program. These individuals are considered as having a barrier to employment.
  - 2. Participants of the adult program must receive priority of services if they are a low-income individual, among other priority criteria.
- B. A low-income individual is a person who:
  - 1. Personally receives or received in the past six (6) months or is a member of a family that receives or received in the past six (6) months assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008, the program of block grants to states for temporary assistance for needy families program under part A of Title IV of the Social the supplemental security income program established under Title XVI of the Social Security Act, or State or local income-based public assistance; or
  - 2. Is in a family with a total family income that does not exceed the higher of:
    - a) The poverty line; or
    - b) Seventy percent (70%) of the lower living standard income level; or
  - 3. Is a homeless individual (as defined in section 41403(6)) of the Violence Against Women Act of 1994 (42 USC. 14043e-2(6)), or a homeless child or youth (as defined under Section 725(2)) of the McKinney-Vento Homeless Assistance Act (42 USC. 11434a(2)) ; or

4. Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.); or
  5. Is a foster child on behalf of whom state or local government payments are made; or
  6. Is an individual with a disability whose own income does not exceed the higher of:
    - a) The poverty line; or
    - b) Seventy percent (70%) of the lower living standard income level, but who is a member of a family whose income does not meet this requirement; or
  7. A youth customer living in a high-poverty area.
- C. In making determinations of low-income status, the list of income source inclusions and exclusions found in Attachment A should be referenced.
1. Any income source NOT included on the exclusions list of income sources should be interpreted as being an inclusion of the income source.
- D. When past income is an eligibility determinant for federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination.
1. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 U.S.C. 4213.
  2. Please reference the attachment on Inclusions and Exclusions for Determining Family Income for further guidance.
- E. All determinations of low-income status for customers must be supported by proper documentation of the qualifying condition as outlined in the “WIOA Title IB General and Fund Source Eligibility Requirements and Documentation Sources” attachment.

## **VI. Serving Veterans**

- A. Under the Workforce Innovation and Opportunity Act (WIOA), priority requirements under the Adult and Dislocated Worker programs are given to individuals with connections to the military.
1. Veterans and eligible spouses continue to receive priority of service for all USDOL-funded job training programs, which include WIOA programs.
  2. As described in TEGL 10-09 and 03-15, when programs are statutorily required to provide priority for a particular group of individuals, such as are outlined in this policy under specific adult program eligibility, priority must be provided in the following order:
    - a. First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Adult Formula funds.
      - 1) This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
    - b. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.

- c. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
  - d. Last, to non-covered persons outside the groups given priority under WIOA.
- 3. A veteran who is eligible or spouse of an eligible veteran who is entitled to receive priority of service is a person who has served at least one day in the active military, naval, or air service, and who was discharged or released from service under any condition other than a condition classified as dishonorable is a covered person.
  - a. This definition includes Reserve units and National Guard units activated for Federal Service.
  - b. Please reference TEGL 15-10 and 10-09 for further discussion on who is a covered person under these provisions and how to determine the status of veterans and their eligible spouses.
- 4. Local areas must establish written policies and procedures to ensure priority for the populations described above for participants served in the WIOA Adult program, for eligibility determinations beginning on or after July 1, 2015.
- B. Exiting service members and their spouses may be treated as dislocated workers under the following guidance.
  - 1. Under TEGL 22-04, service members exiting the military, including, but not limited to, recipients of Unemployment Compensation for Ex-Military members (UCX), generally qualify as dislocated workers.
    - a. Dislocated Worker funds under Title I can help separating service members to enter or reenter the civilian labor force. Generally, a separating service member needs a notice of separation, either a DD-214 from the Department of Defense, or other appropriate documentation that shows a separation or imminent separation from the Armed Forces qualifies as the notice of termination or layoff, to meet the required dislocated worker definition.
    - b. Additionally, in most instances an individual will have to be eligible for or exhausted entitlement to unemployment compensation in order to receive dislocated worker services.
    - c. In the case of separating service members, because they may be on a terminal leave from the military, it may make sense to begin providing career services while the service member may still be part of the Active-Duty military but has an imminent separation date.
    - d. It is appropriate to provide career services to separating service members who will be imminently separating from the military, provided that their discharge will be anything other than dishonorable.

- e. Lastly, the Employment and Training Administration (ETA) policy generally dictates that a separating service member meets the dislocated worker requirement that an individual is unlikely to return to his or her previous industry or occupation.
- 2. Regarding military spouses, WIOA expands the definition of dislocated workers to include military spouses who have lost employment as a direct result of a relocation to accommodate a permanent change in duty station of the spouse.
  - a. Military spouses may also qualify if they are a dependent spouse of a member of the Armed Forces on active duty whose family income is significantly reduced, as determined by the State or local area, because of a deployment, a call or order to active duty, a permanent change of station, or the service connected death or disability of the service member.
  - b. Military spouses also can qualify if they are unemployed or underemployed and are experiencing difficulty in obtaining or upgrading employment (see WIOA sections 3(15)(E) and 3(16)(A) and (B)).

## **VII. Definitions for WIOA Youth Requiring Additional Assistance to Complete An Educational Program or to Secure and Hold Employment**

### **A. *Out-of-School Youth (16-24):*** A low-income individual who requires additional assistance to:

- 1. Complete an educational program;
  - a. A youth who is in need of a high school diploma or equivalent; or
  - b. Has dropped out of a post-secondary educational program during the past 12 calendar months; or
  - c. Has a diploma but requires additional education in order to obtain or retain employment.

**OR**

- 2. Secure and hold employment:
  - a. A youth that is **not currently attending** any school (including a youth with a diploma or equivalent) who has not held a full-time job for more than three consecutive months; or
  - b. Has a poor work history, to include no work history; or
  - c. Has been fired from a job in the last 6 calendar months; or
  - d. Lacks work readiness skills necessary to obtain and/or retain employment;

**AND**

### **3. Includes at least one of the following characteristics:**

- Child of Incarcerated Parent(s)
- Lacks occupational and/or educational goals/skills
- Migrant Youth
- Chronic behavior problems at school
- Youth at-risk of court involvement
- Refugee / Immigrant
- Substance abuse (individual and/or family)
- Deceased Parent or Guardian
- Mental Illness or History of Mental Illness (individual and/or family)
- Family Illiteracy
- Victim/witness of domestic violence or other abuse

### **B. *In-school youth (14-21):*** A youth who requires additional assistance to:

1. Complete an educational program:
  - a. A youth who is at risk of dropping out of high school as documented by his/her school; or
  - b. Had previously dropped out of an educational program but has returned to school (including an alternative school); has below average grades; or
  - c. A youth with poor attendance patterns in an educational program during the last twelve calendar months; or
  - d. Has previously been placed in out-of-home care (foster care, group home, or kinship care) for more than 6 months.

**OR**

2. Secure and hold employment:
  - a. An in-school youth who has not held a job for more than three consecutive months; or
  - b. Has a poor work history to include no work history; or
  - c. Has been fired from a job in the last 6 calendar months; or
  - d. Lacks work readiness skills necessary to obtain and/or retain employment.

**AND**

3. Includes at least one of the following characteristics:
  - Child of Incarcerated Parent(s)
  - Lacks occupational and/or educational goals/skills
  - Migrant Youth
  - Chronic behavior problems at school
  - Youth at risk of court involvement
  - Refugee / Immigrant
  - Substance abuse (individual and/or family)
  - Deceased Parent or Guardian
  - Mental Illness or History of Mental Illness (individual and/or family)
  - Family Illiteracy
  - Victim/witness of domestic violence or other abuse

**Attachments:**

- *WIOA Title IB General and Fund Source Eligibility Requirements and Documentation Sources*
- *Inclusions and Exclusions in Determining Family Income*

**Action Required:**

This information should be disseminated to all The Workforce Connection WIOA One-Stop program directors/staff and partner agencies.

**Inquiries:**

Questions regarding this policy should be directed to The Workforce Connection Board Executive Director

**Effective Date:**

Immediately

**The Workforce Connection, Inc.**

**Policy Title: Supportive Services**

**Modification Approved: September 12, 2023**

**Policy Number: 2016-400-04, Change 2**

**Status: Active**

**Effective: June 7, 2016**

**Purpose:**

To ensure the appropriate use of supportive services and to ensure that eligible Adult, Dislocated Worker, and Youth Registrants receive the supportive services necessary to enable them to participate in activities authorized under WIOA.

**References:**

- Workforce Innovation and Opportunity Act (WIOA) Sec. 3 Definitions;
- WIOA Rules: 680.900 – 680.970 and 681.570
- Illinois workNet ePolicy Chapter 7.4

**Background:**

Supportive Services enable registrants to overcome barriers that would otherwise prohibit their participation in activities authorized under the WIOA or reduce their opportunity to successfully achieve the goals established in their Individual Employment Plans (IEP) or Individual Service Strategies (ISS). The policy is also meant to promote effective management of services and to prevent misuse of WIOA funds.

**Responsible Party:**

One Stop center program directors and staff responsible for WIOA funded programs must verify and document eligibility for supportive services for Dislocated Worker, Adult and Youth program participants.

**Policy/Procedures:**

- **Participant Eligibility-** Supportive Services are available for WIOA program enrollees. Supportive Services needed by individuals will be identified and documented as necessary for individuals to participate in activities authorized under the WIOA, to include Basic Career Services, Individualized Career Services, and Training based on the Demand Occupation List (DOTL).  
<https://www.illinoisworknet.com/explore/Pages/DemandOccs.aspx> Supportive Services are also available for an occupation not on the Demand Occupation Training List, that is part of an occupational career pathway identified through an approved Individual Employment Plan/Individual Service Strategy (IEP/ISS) that will lead to a demand occupation locally approved on the DOTL and shown to be priority in our local workforce area. Other eligible activities include On-the-Job Training (OJT) and Apprenticeships. Individual programs will establish procedures to document the participant's need for supportive services and verify that such services are not available through other programs or sources. Documentation of the participant's need for supportive services will be maintained by the programs and staff will ensure case notes reflect the need and receipt of such support.
- **Training-** Participants attending training will be eligible for assistance under this policy



if the program/classes they are attending lead to occupations identified on the Demand Occupation List locally approved and shown to be priority in our local workforce area <https://www.illinoisworknet.com/explore/Pages/DemandOccs.aspx>, or an occupation that is part of an occupational career pathway identified through an approved Individual Employment Plan/Individual Service Strategy (IEP/ISS), whether or not that training is actually being funded by WIOA. Other eligible training activities include On-the-Job Training (OJT), Apprenticeships, and pre-vocational training classes.

- **On-Going Supportive Services**-The availability of ongoing Child Care and Transportation assistance is based upon the availability of funds and the participant's demonstrated need. **All rates (Child Care rates for Licensed Day Care Centers, License-Exempt Day Care Centers, Licensed Day Care Homes or Licensed Group Day Care Homes, and License-Exempt Day Care Homes or Care in Child's Home) are based on the current State rate found at <https://www.dhs.state.il.us/page.aspx?item=10864>. If the State rate for these categories changes, the TWC-approved rates will be adjusted to remain consistent with the State rate. Please identify and use the most recent Payment Rates chart and choose the appropriate Group for the County and Age of the child.**  
**Child Care reimbursement to a custodial or non-custodial parent will not be approved.**

### TRANSPORTATION

Participants may receive transportation assistance every 30 days while in training or receiving services.

If a WIOA participant is co-enrolled in the TAA (Trade Adjustment Assistance) program, the amount of transportation assistance that the participant receives will be based on the federal TAA transportation assistance regulations. Transportation assistance for WIOA/TAA participants will be paid from WIOA funds only in instances when TAA funds are exhausted.

Transportation assistance in the form of limited ride bus passes or gas stipends are available for individuals actively engaged in job search. The job search and interview records will be the documentation needed to secure additional transportation assistance.

### SUPPLEMENTAL SUPPORT ITEMS

These items are Supportive Services purchased as a one-time option, based upon individual need. ***NOTE: Case files must document that these supportive services cannot be secured from other programs or sources prior to purchase with WIOA funds. If items are provided by employers with work-place established repayment procedures, WIOA funds will not be used for the purchase.***

<u>Item</u>	<u>Maximum Paid by WIOA</u>
Automobile related needs* (This item includes car repairs, licenses, car insurance.)	\$
Auto Repairs .....	500
Auto Insurance/License/Registration .....	700
Clothing .....	250
Eye exam & glasses .....	250

Job Related Tools / Uniforms .....	500
Protective Shoes .....	200
Utilities* .....	300
Occupational certification exam fees and occupational license fees ...	actual cost

*\* To be eligible for assistance with Automobile related needs (repairs, insurance, license, or registration) or utility payments, the vehicle or residence must belong to or be leased to the individual enrolled in the program and must be documented. Utility payments will be made to the utility company, not an individual.*

### **Car Repairs**

During a participant’s enrollment in WIOA, automobile related needs described above will be paid up to a total (cap) of \$500. Car repairs will be provided for a participant only with proof of insurance, copy of registration and a valid driver’s license. The repairs to the vehicle must make it able to provide reliable transportation.

### **Auto Insurance/License/Registration**

If a participant has access to a vehicle that is in working order, but does not have the vehicle registered or is not carrying insurance on the vehicle, the program can assist with costs for these items if other transportation options are not suitable for the individual (i.e. public transportation).

### **Job Related Tools / Uniforms**

Normal procurement policies will be followed to purchase job related tools and/or uniforms. If the tools and/or uniforms are being purchased by the employer for a program participant the employer’s procurement will be accepted.

### **Job Search Assistance**

All Job Search activities must be documented and reflected in the participant file and appropriate case notes maintained. No Job Search assistance supportive services will be provided without proper documentation of need and case notes.

Participants enrolled in Staff-assisted Job Search and/or Job Development may receive transportation assistance to get to and from interviews and employment preparation activities.

Background checks, drug screening, and physicals may be identified as needed supportive services for job search or job placement. These supportive services are allowable and can be paid as long as job search and job placement activities are properly documented.

### **Approval**

All requests for On-Going Supportive Services/Supplemental Support Services will be approved in writing by the Case Manager’s supervisor. Any item other than those listed above must have prior written approval from the WIOA Program Director to ensure grant fiscal compliance, in addition to that of the supervisor before authorization can be given to purchase the item. The written approval of the WIOA Program Director will be included in the documentation submitted to the TWC Fiscal Manager t.

**Documentation**

Proper justification for a participant's receipt of on-going supportive services/supplemental support services must be documented in the case notes of the participant and correspond with the participant's *Individual Employment Plan*. As required by law, the case notes should also support the Case Manager's attempts to find funding for the participant's needs through other sources.

Day Care Providers and participants must sign a *Day Care Attendance Sheet* for each child whose day care costs are entirely or partially paid by WIOA supportive services monies.

**Action Required:**

This information should be disseminated to The Workforce Connection WIOA One-Stop Operator and all WIOA program directors/staff and partner agencies. Ensure that procedures for approving and paying for supportive services are fully in compliance with this policy.

**Inquiries:**

Questions regarding this policy should be directed to The Workforce Connection Board Executive Director

**Effective Date:**

Immediately Upon TWC Board Approval

**The Workforce Connection, Inc.**

**Policy Title: Adult and Dislocated Worker Follow Up**

**Modification Approved: September 12, 2023**

**Policy Number: 2018-400-05, Change 2**

**Status: Active**

**Effective: October 2, 2018**

**Purpose/Introduction:** The purpose of the Adult and Dislocated Worker Follow Up policy is to provide guidance to program service providers on the follow up references under the Workforce Innovation and Opportunity Act (WIOA) for Adults and Dislocated Worker participants exited from program services.

**References:**

Illinois workNet ePolicy Chapter: 4 Section: 3

<https://apps.illinoisworknet.com/WIOAPolicy/Policy/Home>

TEGL 19-16

**Background:** WIOA service providers are required to provide follow-up services for adults and dislocated worker participants who are placed in unsubsidized employment - for up to 12 months after the first day of employment.

**Responsible Party:** TWC Board and Program Provider Subawardee.

**Definitions:**

Any and all attachment to Illinois workNet Policies 4.3; 4.3.1 and 4.3.2

**Policy:**

Illinois workNet ePolicy Chapter: 4 Section: 3; 3.1; and 3.2

**Procedures:**

Illinois workNet ePolicy Chapter: 4 Section: 3; 3.1; and 3.2

**Action Required:** This information should be disseminated to all responsible parties.

**Inquiries:** Questions regarding any aspect of this policy should be directed to The Workforce Connection, Inc. Executive Director.

**Effective Date:**

***Immediately upon Board approval***

**The Workforce Connection, Inc.**

**Policy Title: Career Planning**

**Policy Number: 2023-400-06**

**Status: New**

**Effective: September 12, 2023**

**Purpose/Introduction:**

Career Planning is a Customer-centered approach in delivering services to prepare and coordinate comprehensive career (employment) plans for participants that ensures Access to workforce activities and Supportive Services during program participation and continuing for one (1) year after job Placement. Career planning is a continual service provided to adults, dislocated workers, and youth to ensure their success in the Workforce Innovation and Opportunity Act (WIOA) services.

**References:**

- Illinois workNet ePolicy Chapter: 4 Section: 2  
<https://apps.illinoisworknet.com/WIOAPolicy/Policy/Home>
- TEGL NO. 39-11 Personally Identifiable Information

**Background:**

Successful career planning is a collaborative and ongoing process rather than a one-time activity. The process is individualized to the job seeker and prepares them to obtain employment leading to self-sufficiency and placing them on a lifelong learning path. Effective career planning includes assessment, career readiness activities, preparation, and training, along with appropriate job matching and placement ending with one (1) year of Follow-up. Providing supportive services and conducting follow-up are essential to the success of the job seeker.

Key components of career planning include building rapport, effectively communicating, identifying appropriate services, convening key service providers, connecting participants with services, creating a strong employment plan, motivating and encouraging, following up after an appointment(s), monitoring services, and follow-up after exit. Additionally, keeping accurate, timely, and descriptive records of career planning efforts through appropriate case management is essential.

**Responsible Party:**

TWC Board and Program Provider Subawardee

**Definitions:**

Attachments to Illinois workNet Career Planner Policy 4.2.1:

- WIOA Barriers and Potential Solutions Chart
- WIOA title IB Services Matrix with Definitions 3-14-23

**Policy:**

Illinois workNet ePolicy Chapter: 4 Section: 2

**Procedures:**

Illinois workNet ePolicy Chapter: 4 Section: 2

**Additional Local Policy:**

**Customer engagement: 4.2.1**

One-Stop Operators must ensure that staff, regardless of program, request identifying information to ensure tracking of WIOA self-service or informational services/activities.

- Local methods for tracking the number of reportable individuals and activities can include a swipe card, Resource Room Sign-In Form, or other local check-in procedures.
- Local policy should indicate the information necessary to conduct the tracking of services. The information necessary to conduct the tracking of services in LWIA 3 are:

Full name; SSN; DOB; Address; Email address; Phone; Reason for visit

- All Personally Identifiable Information (*PII*) must be protected following procedures outlined in the Personally Identifiable Information section of the policy manual.

**Action Required:** This information must be disseminated to all responsible parties.

**Inquiries:** Questions regarding any aspect of this policy should be directed to The Workforce Connection, Inc. Executive Director.

**Effective Date:**

***Immediately upon Board approval***

**The Workforce Connection, Inc.**

**Policy Title: Youth Follow-up Services**

**Modification Approved: September 12, 2023**

**Policy Number: 2016-400-08, Change 1**

**Initially Approved: March 1, 2016**

**Status: Active**

### **Purpose/Introduction:**

The Workforce Innovation and Opportunity Act (WIOA) requires states and local areas to set policies on twelve (12)-month Follow-up services. This section of the policy manual addresses the types of follow-up services and the timetables for when they occur for individuals in the WIOA Adult, Dislocated Worker, and Youth programs. Regular contact with participants is essential to the individual's ongoing success.

### **References:**

- Illinois workNet WIOA ePolicy <https://apps.illinoisworknet.com/WIOAPolicy/Policy/Home>
  - ePolicy 4.3 General Follow-up services
  - ePolicy 4.3.3 Required Follow-up for Youth Program
  - ePolicy 7.4 Supportive Services
  - ePolicy 7.5.2 Youth Program elements
  - Any and all attachments to the above WIOA ePolicy are incorporated by reference.
- Workforce Innovation and Opportunity Act, July 22, 2014, sections: 3(59) and 129 (c)(2)(G)
- Workforce Innovation and Opportunity Act Proposed Regulations sections: 681.580; 681.520; 681.570
- Workforce Innovation and Opportunity Act – Public Law 113-128.  
<https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>
- TEGL NO. 21-16 updated 3/2/17
- TEGL NO. 10-16 change 1 updated 8/3/17
- TEGL NO. 19-16 updated 3/1/17
- TEGL NO. 09-22 updated 3/2/23
- 2 CFR 200.430(g) <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
- 20 CFR 681.640 <https://www.ecfr.gov/current/title-20/chapter-V/part-681/subpart-C/section-681.640>

### **Background:**

Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training.

**Responsible Party:** TWC Board and Program Provider Subawardee

### **Definitions:**

#### **Section 681.520 Leadership Development:**

Leadership development opportunities are opportunities that encourage responsibility, employability, self-determination, and other positive social behaviors such as:

- (a) Exposure to postsecondary educational opportunities;
- (b) Community and service learning projects;
- (c) Peer-centered activities, including peer mentoring and tutoring;
- (d) Organizational and teamwork training, including team leadership training;
- (e) Training in decision-making, including determining priorities and problem-solving;
- (f) Citizenship training, including life skills training such as parenting, work behavior training;
- (g) Civic engagement activities which promote the quality of life in a community; and
- (h) Other leadership activities that place youth in a leadership role such as serving on Youth leadership committees, such as a Standing Youth Committee. [WIOA sec. 129(c)(2)(F)].

#### **Section 681.570 Supportive Services:**

Supportive services for youth, as defined in WIOA section 3(59), may include the following:

- (a) Linkages to community services;
- (b) Assistance with transportation;
- (c) Assistance with child care and dependent care;
- (d) Assistance with housing;
- (e) Needs related payments, in accordance with Local policy;
- (f) Assistance with educational testing;
- (g) Reasonable accommodations for youth with disabilities;
- (h) Referrals to health services; and
- (i) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear [WIOA sec. 129(c)(2)(G)].

#### **Attachments:**

Any and all attachments to Chapter: 4 Section: 3; and 3.3

#### **Policy:**

Illinois workNet WIOA ePolicy Chapter 4 Sections: 3 and 3.3

#### **Additional Local Policy as Required:**

##### **Closing Follow-up activity:**

There are two (2) options for youth who are not responsive to attempted contacts for follow-up and those youth who cannot be located making it impossible to provide follow-up services during the twelve (12)-month follow-up period.

**Unable to Locate (Youth Only).** The career planner has determined that in the event a youth participant cannot be located, the case notes should record all efforts that were taken to locate the individual. Follow-up must be conducted for three consecutive months (at least once a month), prior to ending the follow-up activity.

**Opting Out (Youth Only).** Youth in the twelve (12)-month follow-up period may request to opt out of follow-up services at any time. The request to opt-out or discontinue follow-up services must be



clearly documented in the case notes. Career planners should not encourage youth to opt out of these services

**Incentives for Youth**

All incentives must be earned on or before their exit date but may be paid after their exit date. All incentives will be paid in accordance with State policy.

**Procedures:**

Illinois workNet WIOA ePolicy Chapter 4 Sections: 3 and 3.3

**Action Required:** This information should be disseminated to all responsible parties.

**Inquiries:** Questions regarding any aspect of this policy should be directed to The Workforce Connection, Inc. Executive Director.

**Effective Date:**

***Immediately upon Board approval***



**THE WORKFORCE CONNECTION BOARD**  
**ACTION FORM**

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☒ **Agenda/Action Item:** Approval of Bylaws Changes

**Date:** 09/12/2023

**Point of Contact:** Gina Caronna

**Email:** [gcaronna@theworkforceconnection.org](mailto:gcaronna@theworkforceconnection.org)

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**Motion:** Approve the modifications to The Workforce Connection Bylaws as presented.

**Action Taken:**

☒ **Approved**    ☐ **Not approved**

☐ **Amended as follows:**

**BYLAWS**  
**OF**  
**THE WORKFORCE CONNECTION, INC.**

an Illinois nonprofit corporation

Adopted July 11, 2000

**BYLAWS  
OF  
THE WORKFORCE CONNECTION, INC.**

**ARTICLE I  
NAME, LOCATION, AUTHORITY, WORKFORCE AREA, DEFINITIONS**

**Section 1. NAME**

The name of this body shall be The Workforce Connection, Inc. (hereinafter referred to as “TWC Board”).

**Section 2. PRINCIPAL OFFICE**

TWC Board shall maintain its principal office in the City of Rockford, County of Winnebago, State of Illinois. The Workforce Connection, 303 N. Main Street, Rockford IL 61101

**Section 3. AUTHORITY**

TWC Board shall act as the workforce board for the Local Workforce Innovation Area of Boone, Winnebago, and Stephenson Counties in Northern Illinois described in Article I, Section 4 of these Bylaws. TWC Board shall conduct and engage in activities as set forth in the federal Workforce Innovation and Opportunity Act ("WIOA") (Pub. L. 113-128), as amended from time to time, and applicable federal regulations, state, and local law.

**Section 4. WORKFORCE AREA**

TWC Board shall serve the residents in the Local Workforce Innovation Area comprised of Boone, Winnebago, and Stephenson Counties, as established by the Governor of the State of Illinois pursuant to WIOA and designated by the Governor of the State of Illinois as Local Workforce Innovation Area 3 (“LWIA 3”).

**Section 5. DEFINITIONS**

For the purposes of these Bylaws, and consistent with WIOA, the Chief Elected Officials (“CEOs”) of LWIA 3 are the Winnebago County Board Chair, Boone County Board Chair, Stephenson County Board Chair, and the Mayor of the City of Rockford. The Chair of the CEOs is the individual selected by the CEOs in accordance with the Agreement among the Chief Elected Officials of LWIA 3, which said Agreement sets forth the roles and responsibilities of the Chair of the CEOs and the CEOs generally. The City of Rockford is the designated Grant Recipient of LWIA 3.

## **ARTICLE II**

### **VISION/PURPOSE/FUNCTION**

#### **Section 1. VISION**

The Workforce Connection provides a fully integrated and accessible workforce development system that balances the needs of individuals and businesses to ensure our region has a skilled workforce to effectively compete in the global economy.

#### **Section 2. PURPOSE**

The purpose of TWC Board is to:

- A. Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce system in the local area and larger planning regions;
- B. Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan;
- C. Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided;
- D. Create a local and regional workforce plan;
- E. Coordinate investments in the local workforce development service-delivery system; and
- F. Manage the administrative, oversight, and business service aspects of the system. TWC Board will take a leadership role in advocating, planning, evaluating, and developing local workforce resources in order to enable individuals and businesses to reach their full potential in a changing global marketplace.

As a corporation, TWC Board is organized exclusively for educational and charitable purposes under Section 501(c)(3) of the Internal Revenue Code.

#### **Section 3. FUNCTIONS/DUTIES**

In partnership with the CEO(s), the TWC Board sets policy for the local workforce system consistent with State policies. The functions of the Board are described in WIOA Section 107(d) and additional functions, including, but not limited to:

- A. Planning functions:
  - i. Develop and submit a 4-year Local Plan for the local area, in partnership with the CEO(s) and consistent with WIOA Section 108 that coordinates efforts and complements community initiatives to reduce community workforce issues;

- ii. Develop and submit a regional plan in collaboration with other local areas in the designed region. Participate in the development of a Regional Plan, in accordance with WIOA, for workforce development and economic development strategies of the Northern Stateline Economic Development Region;
- iii. Conduct workforce research and regional labor market analysis as defined in WIOA Section 107(d)(2);
- iv. Develop and fund supplemental programs and projects consistent with the purpose; and
- v. Engage and convene local stakeholders and community partners in the development and implementation of the local plan in accordance with WIOA and in identifying expertise and resources to leverage support for workforce development activities.

B. Coordinating functions:

- i. Lead efforts to engage a diverse range of employers and other entities in the region to promote business representation on the Board, develop effective linkages with employers in the region, ensure the workforce investment activities meet the needs of employers, and develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers;
- ii. Align services with workforce intelligence;
- iii. Expand and develop strategic partnerships to enhance the local workforce investment and delivery system;
- iv. Coordinate initiatives to address skill gaps and specific workforce needs;
- v. With representatives of secondary and post-secondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;
- vi. Lead efforts to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and job seekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs;
- vii. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce system for employers and workers and jobseekers in accordance with WIOA Section 107(d)(7);

- viii. Coordinate activities with education and training providers, including reviewing applications to provide adult education and literacy activities under the provisions of WIOA to determine whether such applications are consistent with the local plan, making recommendations to promote alignment with such plan, and replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals; and
- ix. In partnership with the CEO(s) for the local area, conduct oversight of youth workforce investment activities authorized under WIOA Section 129 (c), adult and dislocated worker employment and training activities under WIOA Secs. 134(b), (c), and (d); and the entire one-stop delivery system in the local area ensure the appropriate use and management of the funds provided under WIOA Subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and ensure appropriate use, management, and investment of funds to maximize performance outcomes under WIOA Sect. 116.

C. Administrative functions:

- i. Select and certify the One-Stop operator and where appropriate terminate such providers in accordance with 2 CFR Part 200;
- ii. Negotiate and enter into Memorandums of Understanding with all One-Stop partners for funding the infrastructure costs of one-stop centers in the local area in accordance with WIOA;
- iii. Negotiate and reach agreement on local performance measures with the CEOs and the Governor or his or her appointees;
- iv. Define the requirements for and responsibilities of subcontract service providers, including One-Stop Operators, which entails;
  - (1) Selecting the One-Stop Operator on a competitive basis;
  - (2) Selecting eligible providers of youth activities by awarding grants / sub-awards on a competitive basis and where appropriate, terminate such providers in accordance with 2 CFR Part 200;
  - (3) Selecting eligible providers of Career Services for Adults and Dislocated Workers by awarding grants / sub-awards on a competitive basis; and
  - (4) Entering into sub-awards agreements as required for services;

D. Certify One-Stop Center(s);

- E. Maintain a list of eligible training providers as required by WIOA Section 107(d)(10)(E) in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities;
- F. Establish policies for program services and services integration; and
- G. Develop a budget for the purpose of carrying out the activities of the Board with approval of the CEO(s) and consistent with the local plan and duties of the Board.

In no event shall TWC Board provide training services, as defined by WIOA, unless waived by the Governor of the State of Illinois in accordance with the provisions of WIOA.

TWC Board may receive and accept property, whether real, personal, or mixed, by gift, grant, or bequest from any person, governmental unit, or entity; retain, administer, and invest such property in accordance with the terms of these Bylaws and applicable federal law regarding workforce boards and distribute such property for the purposes herein delineated.

### **ARTICLE III THE BOARD**

#### **Section 1. AUTHORITY**

The Board of Directors of TWC Board (hereinafter referred to as the “Board”) shall have the power to amend these Bylaws, formulate policies, and direct the affairs of TWC Board subject to these Bylaws. The Board shall have all the powers necessary to carry out the purposes, functions, and duties of TWC Board and shall be responsible for the supervision of its activities. The Board may establish Advisory Committees or appoint persons or groups to perform services for TWC Board.

#### **Section 2. MEMBERSHIP COMPOSITION**

Board membership shall be composed of representatives required under WIOA and by policies established by the State of Illinois.

The Board members shall be appointed by the CEO(s) for Local Workforce Innovation Area 3 in accordance with the following categories:

##### **A. Business Sector**

A majority of the members of the Board shall be representatives of business in the local area, who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority, (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area, and (iii) are appointed from among individuals nominated by local business organizations and business trade associations as set forth in WIOA. At



least two business members will meet the requirements of a small business as defined by the U.S. Small Business Administration.

- B. Workforce Sector – Not less than 20 percent of the members of the Board shall be representatives of the workforce within LWIA 3, including at least two (2) representatives from labor organizations and one (1) representative of registered apprenticeship program. Other representatives in this sector may include community-based organizations with demonstrated experience and expertise addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide to support competitive integrated employment for individuals with disabilities. Representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations serving out-of-school youth are also members in this sector.
- C. Education and Training Sector – Local educational program representatives which shall include an eligible provider of adult education and literacy activities, and a representative of institutions of higher education providing workforce activities (including community colleges). No single member shall serve as a representative of adult education and literacy activities under the provisions of WIOA and the institution of higher education providing workforce activities.
- D. Governmental and Economic and Community Development Sector – Entities shall include economic and community development entities under the Wagner-Peyser Act of 1933 and the Rehabilitation Act of 1973, as amended by WIOA. Other representatives may include administrators of programs providing transportation, housing and public assistance, or a representative of philanthropic organizations serving the local area.
- E. Other Sector – May include such other individuals or representatives of entities as the CEOs may determine appropriate.
- F. Number of Members

The Board shall, at all times, have the required composition of members to fulfill the requirements of the WIOA and State of Illinois Criteria.

### **Section 3. APPOINTMENT/TENURE**

Appointments and reappointments for membership of the Board shall be made by the CEOs in accordance with the Agreement Among the Chief Elected Officials of LWIA 3, WIOA, and criteria established by the State of Illinois as required by WIOA.

Appointments and reappointments will occur on October 1 of each year. The term of an appointment to the Board shall be three (3) years. The members shall be classified with respect to the time they shall hold office. In principle, approximately one-third of the members should be appointed or re-appointed each year at the discretion of the CEOs in accordance with this Article.

Board members will serve until their term of office expires, or their status under which they were appointed changes; or a majority of the CEO(s) agree to revoke their appointments, or the member becomes incapacitated or otherwise unable to complete their term of office, or the member resigns.

When possible, members shall serve until their successors are appointed.

#### **Section 4. NOMINATIONS**

All representatives of organizations, agencies, or other entities serving on the Board shall be individuals with optimum policy-making authority with the organizations, agencies or entities they represent, and should represent the diverse geographic area of LWIA 3.

- A. Business representatives will be from local businesses and are appointed from among individuals nominated by local business organizations and business trade associations.
- B. Labor representatives will be nominated by labor federations or by other representatives of employees, such as employee organizations and/or the State American Federation of Labor and Congress of Industrial Organizations (“AFL-CIO”).
- C. Representatives of local educational entities providing adult education and literacy activities and institutions of higher education are to be nominated by each respective group if there are multiple providers in LWIA 3.
- D. Individuals may nominate themselves if they meet the criteria to nominate and represent the particular business, organization, or program for which they are being nominated.

#### **Section 5. VACANCIES**

The Chair of the Board and/or the Executive Director of TWC Board will notify the CEOs within 90 days when resignations are received from members of the Board. Any vacancy occurring on the Board before the expiration of a member’s term shall be filled in the same manner as the original appointment to membership on the Board. Any member so appointed shall serve for the remainder of the unexpired term only but may be reappointed in the same manner as all other members. Appointments to fill vacancies shall meet the timelines identified in the State of Illinois policy regarding workforce board member appointments.

#### **Section 6. COMPENSATION AND REIMBURSEMENT OF EXPENSES**

No member of the Board shall be entitled to receive compensation for services rendered to TWC Board as a member of the Board or as a member of any Advisory Committee thereof. However, each member may be paid his or her reasonable expenses incurred by the member directly related to the affairs of TWC Board upon prior approval by the Chair of the Board, and in accordance with TWC Board’s travel reimbursement policies and procedures, as appropriate. No such payments

shall preclude any member from serving the organization in any other capacity and receiving compensation therefore.

#### **Section 7. TERMINATION/REMOVAL**

- A. Any member may resign from the Board upon written request to the Chair of the Board. If a member resigns prior to the expiration of his or her term, the vacancy shall be filled by appointment by the CEOs in accordance with the State of Illinois policy regarding workforce board member appointments.
- B. Any or all of the members of the Board may be removed for cause or without cause by the Chair of the CEOs or entity that appointed such member, or by a majority vote of the CEOs. Removal of a member shall also constitute removal as an officer of the Board and as a member of all Advisory Committees of the Board.
- C. Requirements for membership on the Board include regular attendance at meetings of the Board and assigned Advisory Committee(s). Any member may be removed from the Board as provided in Article III, Section 10 of these Bylaws if he or she fails to attend fifty percent (50%) or more of the Board's meetings or fifty percent (50%) or more of the Advisory Committee's meetings during the organization's fiscal year unless extenuating circumstances exist. Whether acceptable extenuating circumstances exist is left to the discretion of the Chair of the Board or Chair of the Advisory Committee but may include business or other unexpected events which prevent a Board or Advisory Committee member's attendance at a meeting.
- D. A member shall be removed as provided in Article III, Section 3 of these Bylaws if the member no longer represents the category which he or she was appointed to the Board to represent.

#### **Section 8. VOTING**

Except as otherwise provided in these Bylaws, each member of the Board shall be entitled to one (1) vote on any matter voted on by the Board. Votes may be cast by voting members of the Board who are physically present. No voting member of the Board may vote or otherwise act by proxy on any matter.

#### **Section 9. MEETING AND NOTICE**

- A. The Board shall meet at least four (4) times per year. One such regular meeting will be the annual meeting.
- B. Public notice of the schedule of regular meetings shall be given at the beginning of each fiscal year and shall state the regular dates, times, and places of such meetings. If a change is made in the schedule of regular meetings, at least 10 days notice of such change shall be given by posting at TWC Board's principal office and on TWC Board's website. Any notice pertaining to the schedule of regular meetings shall remain on TWC Board's website until a new notice of the schedule of regular meetings is approved.

- C. An agenda for each regular meeting shall be posted at TWC Board's principal office and on TWC Board's website at least 48 hours in advance of the holding of each regular meeting. Said agenda shall remain posted on TWC Board's website until the regular meeting is concluded.
- D. Special meetings may be held at any time for any reason upon call of the Chair of the Board provided that public notice shall be given at least 48 hours before such special meeting, which said notice shall include the agenda for the special meeting.
- E. Public notice shall be given by posting a copy of the notice at TWC Board's principal office and on TWC Board's website.
- F. A quorum must be physically present at the location of any given meeting held by the Board to conduct a vote on any matter. The majority of members physically present at the meeting may allow another member to attend by video or audio conference if the member is prevented from physically attending because of:
- Personal illness or disability;
  - Employment purposes or the business of the public body; or
  - Family or other emergency.
- If a member needs to attend a meeting remotely for one of the listed reasons, the member must notify Board Staff before the meeting, unless advance notice is impractical. A member attending remotely in accordance with Section 7(a)-(c) has the same rights as members attending the meeting physically (to participate in discussion, to vote).
- G. A quorum of the Board shall consist of the presence of one more than one-half of the total number of members of the Board. Any action taken by the Board will be in accordance with the majority of votes cast on the action item.
- H. All Advisory Committee meetings are open to all members of the Board.
- I. Public notice of emergency meetings shall be given as soon as practicable.
- J. All meetings of the Board shall be conducted in accordance with the Sunshine provisions under WIOA and the Illinois Open Meeting Act (5 ILCS 120/ *et seq.*).
- K. Any person shall be permitted to address the Board during the Public Business Agenda Item by signing in at the meeting location or submitting their request to the clerk with their name, contact information, and topic no later than 10 minutes prior to the start of the meeting. A maximum of 3 minutes will be assigned to present their topic.

## **Section 10. CONFLICT OF INTEREST**

- A. A member of the Board and/or any Advisory Committee or task groups may not vote on a matter under consideration:
  - i. Regarding the provision of services by such member (or by an entity that such member represents); or
  - ii. That would provide direct financial benefit to such a member or the immediate family of such a member.
- B. A conflict of interest appears to exist when a member of the Board takes part in decisions to transact TWC Board business with an entity in which he or she, or a family member, has a material interest. Therefore, the responsibility rests with individual members to disclose at the time discussion begins their intention to abstain from voting whenever they have influence over a decision about a proposed contract between TWC Board, its partners, and a company or agency in which they have a fiduciary interest or serve in a position of influence. Such individuals should withdraw from the decision-making process while the issue is under discussion. Should the Board request information of a general or clarifying nature from the individual who has disclosed the conflict of interest, the Board will make the request of the individual member directly, and limit interaction to the identified issues.
- C. Written disclosure of participation with other organizations and boards will be provided by all members of the Board and updated within 30 days of any change.

## **ARTICLE IV** **OFFICERS OF THE BOARD**

### **Section 1. BOARD OFFICERS**

The officers of the Board shall include, but not be limited to, a Chair, a Vice Chair, and a Secretary/Treasurer. Additional officers of the Board may be created by the Chair and approved by the Board, and the position(s) shall be filled by a majority vote of members physically present at the Annual meeting held in September, of the organization upon recommendation of the Nominating Committee

### **Section 2. QUALIFICATIONS, ELECTION, AND TENURE**

Officers of the Board shall be members with at least twelve (12) months of experience on the Board. The Chair and Vice Chair shall be selected from among the organization's business representatives. They and any other officers shall be nominated for election by an Ad Hoc Nominating Committee. The officers of the Board shall be elected and installed at the annual meeting for no less than one (1) two-year term and shall not be elected for more than two (2) consecutive terms in the same office.

### **Section 3. VACANCY**

A vacancy in office may be filled upon recommendation of the Board's Ad Hoc Nominating Committee and by a majority vote of members physically present at a meeting of the Board. Any officer so appointed shall serve for the remainder of the unexpired term of office.

### **Section 4. POWERS AND DUTIES OF THE CHAIR, VICE CHAIR, AND SECRETARY/TREASURER**

#### **A. The Chairperson**

- i. Shall be selected from the business voting membership of the Board;
- ii. Shall preside at all Board and Board Operations Advisory Committee meetings;
- iii. Shall, with the Executive Director of TWC Board, establish agendas for each Board and Board Operations Advisory Committee meeting;
- iv. Shall sign, on behalf of TWC Board and the Board, all necessary legal documents;
- v. Shall appoint all members and chairs of the Advisory Committees as needed;
- vi. Shall attend meetings of the CEOs or other community meetings as necessary to represent TWC Board;
- vii. May call special meetings of the Board;
- viii. Shall be an advisory member of all Advisory Committee; and
- ix. Shall present the Annual Report to the Board.

#### **B. The Vice Chairperson**

- i. Shall be selected from the business voting membership of the Board;
- ii. In the absence of the Chairperson, shall assume all duties and responsibilities of the Chairperson; and

#### **C. The Secretary/Treasurer**

- i. Shall be selected from the business or non-business voting membership of the Board; and
- ii. Shall perform those functions common to that office under the direction of the Chair of the Board.

- iii. Shall assist Board staff in the research and determination of any parliamentary procedure.

#### **Section 5. REMOVAL**

Any officer may be removed by an affirmative vote of seventy-five percent (75%) of the entire Board whenever, in the Board's judgment, the best interests of TWC Board may be served thereby.

### **ARTICLE V ADVISORY COMMITTEES**

To ensure that members of the Board actively participate in the Board's functions, each member will actively serve on at least one Advisory Committee. Members of the Board will be surveyed as to their respective Advisory Committee interest(s) and the Chair of the Board will appoint members to the Advisory Committees. All Committees are advisory and will make recommendations to the full Board.

The Board Chairperson shall select committee chairs from among the Board's membership. The committee chairs shall come from the business sector whenever possible and feasible.

The Advisory Committees must include individuals appointed by the Board who are not members and who the Board has determined have demonstrated experience and expertise by contributing to the field of workforce development, human resources, training and development, or a core program function; or the Board recognized for valuable contributions in education or workforce development related fields. Non-Board members will serve on a committee in an ex-officio capacity.

#### **Section 1. BOARD OPERATIONS MANAGEMENT COMMITTEE**

- A. The Board Operations Management Committee shall consist of the officers, the immediate Past Chair, a Director-at-Large, and the Chairpersons of standing Advisory Committees. Additional members may be appointed at the discretion of the Chair of the Board.
- B. The responsibilities of the Board Operations Management Committee shall include the following:
  - i. Approve TWC Board's staffing needs; recruit and hire the Executive Director of TWC Board; monitor and evaluate the Executive Director's activities.
  - ii. Make recommendations to the Board on policies necessary to address the workforce and related social issues in LWIA 3.
  - iii. Review reports, recommendations, etc. from internal or external monitoring or audits and inform the Board on corrective action.
  - iv. Review quarterly progress toward accomplishment of the Annual Plan and objectives.

- v. Develop and oversee strategic plans.
- vi. Determine Advisory Committees needed to fulfill the strategic and operational objectives.
- vii. The Board Operations Management Committee also may perform the following functions:
  - (1) Assist the Chair in setting the agendas for Board meetings.
  - (2) Oversee the participation of the members of the Board and recommend to the Board those persons who should be removed pursuant to Article III, Section 10 of these Bylaws.
  - (3) Recommend a replacement for any officer who needs to be replaced.
- C. This committee does not have authority to make binding recommendations or determinations or to take any other substantive action.
- D. This committee shall be permitted to conduct any meeting via telephonic and/or video conference regardless of whether there is an emergency in accordance with the Open Meetings Act (OMA).

## **Section 2. YOUTH ADVISORY COMMITTEE**

- A. The responsibilities of the Youth Advisory Committee shall include the following:
  - i. Develop and oversee the implementation of strategies to connect education and career opportunities for youth and young adults.
  - ii. Provide oversight for WIOA and other funded programming, which includes the evaluation of youth service provider proposals and recommendation to the Board for subaward. The Youth Advisory Committee will also provide youth program oversight to ensure performance goals are met and the coordination of youth services.
  - iii. Develop strategies and implementation plans to address community education and youth issues.
- B. The Chair of the Youth Advisory Committee shall be selected from the voting membership of the Board. Members of the Youth Advisory Committee shall include members of the Board, school district representatives, career and technical education program representatives, and community stakeholders with expertise related to youth services.
- C. This committee does not have authority to make binding recommendations or determinations or to take any other substantive action .



- D. This committee shall be permitted to conduct any meeting via telephonic and/or video conference regardless of whether there is an emergency in accordance with the Open Meetings Act (OMA).

**Section 3. PROGRAM OPERATIONS MANAGEMENT ADVISORY COMMITTEE**

- A. The responsibilities of the Program Operations Management Advisory Committee shall include the following:
- i. With a focus on the local service delivery system, develop strategies to create a coordinated and integrated workforce development system with all WIOA partner programs.
  - ii. Ensure strategies are developed to serve the diverse populations that reflect the current and future workforce of LWIA 3.
  - iii. Develop system measures for the One-Stop and Access Site centers.
  - iv. Review the local training plan related to WIOA adult and dislocated worker services to ensure alignment with the local and regional plan.
  - v. Review reports from the One-Stop Operator on One-Stop Center operations to ensure alignment with local goals.
  - vi. Provide information and assist with planning, operational, and other issues relating to the provision of the Americans with Disabilities Act (ADA) services to individuals with disabilities.
- B. The Chair of the Program Operations Management Advisory Committee will be a member of the Board and the membership will include other members of the Board and representatives of all One-Stop Partner entities/programs.
- C. This committee does not have authority to make binding recommendations or determinations or to take any other substantive action.
- D. This committee shall be permitted to conduct any meeting via telephonic and/or video conference regardless of whether there is an emergency in accordance with the Open Meetings Act (OMA).

**Section 4. EMPLOYER AND PUBLIC ENGAGEMENT ADVISORY COMMITTEE**

- A. The responsibilities of the Employer and Public Engagement Advisory Committee shall include the following:

- i. In collaboration and partnership with area business groups and economic development entities, develop and implement strategies to increase employer engagement in the workforce development system.
  - ii. Increase the visibility of services through the system.
  - iii. Provide oversight and guidance for the Business Services Team.
  - iv. Evaluate the implementation and effectiveness of business services.
  - v. Support and oversee implementation of annual communication and outreach efforts.
- B. The Advisory Committee includes members of the Board and other community stakeholders and business representatives.
- C. The Chair of the Advisory Committee will be a member of the Board.
- D. This committee does not have authority to make binding recommendations or determinations or to take any other substantive action.
- E. This committee shall be permitted to conduct any meeting via telephonic and/or video conference regardless of whether there is an emergency in accordance with the Open Meetings Act (OMA).

#### **Section 5. FINANCE ADVISORY COMMITTEE**

- A. The responsibilities of the Finance Advisory Committee include the following:
  - i. Provide oversight of budget development and monitor expenditures.
  - ii. Provide guidance for the development and maintenance of The Workforce Connection, Inc. as a viable non-profit corporation.
- B. The Advisory Committee includes members of the Board.  
  
The Chair of the Advisory committee will be the Secretary/Treasurer of the Board.
- C. This committee does not have the authority to make binding recommendations or determinations or to take any other substantive action.
- D. This committee shall be permitted to conduct any meeting via telephonic and/or video conference regardless of whether there is an emergency in accordance with the Open Meetings Act (OMA). **OTHER**
- A. Standing and other ad hoc Advisory Committees may be established by the Chair of the Board as considered necessary to address specific needs and to enable the Board to carry out its Strategic Priorities.

- B. The Chair will appoint an Ad Hoc Officer Nominations Committee with the purpose of presenting a slate of officers to be voted on by the Board and CEOs.

## **ARTICLE VI** **MISCELLANEOUS**

### **Section 1. FISCAL YEAR**

The fiscal year shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

### **Section 2. RULES OF ORDER**

Robert's Rules of Order, as revised, when not inconsistent with these Bylaws, shall govern all matters of parliamentary procedure. For clarification, in the event of an inconsistency, these Bylaws shall govern.

### **Section 3. ANNUAL MEETING**

The annual meeting shall take place in September of each year.

### **Section 4. CONTRACTS**

The Board may authorize, when appropriate, any officer, member or staff, in addition to the officers so authorized by these Bylaws, to enter into any contract in the name of and on behalf of TWC Board in accordance with TWC Board's procurement and fiscal policy. Such authority will be limited to specific instances.

### **Section 5. BOOK AND RECORDS**

The Board shall keep written minutes of all of the proceedings of the Board and its standing Advisory Committees. The minutes shall, at a minimum, include the following information: (1) the date, time, and place of the meeting; (2) the members recorded as either physically present or absent; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken. The minutes shall be approved at the next subsequent regular meeting of the Board and shall be made available to the public upon request.. All written minutes shall be kept in accordance with the Illinois Open Meetings Act (5 ILCS 120/ *et seq.*).

The Board shall keep in the Administration Office a record giving the name and address of all members and officers of the Board.

### **Section 6. AMENDMENT OF BYLAWS**

These Bylaws may be altered, amended, or appealed at any meeting of the Board at which a quorum of members is physically present. A quorum of the Board shall consist of the presence of one more than one-half of the total number of members of the Board.

## **Section 7. DISSOLUTION**

In the event of the dissolution of The Workforce Connection, Inc, the Board shall distribute the assets of The Workforce Connection, Inc as follows:

- A. All liabilities and obligations of The Workforce Connection, Inc. shall be paid, satisfied, and discharged, or adequate provisions shall be made therefore.
- B. Assets held by The Workforce Connection, Inc. upon condition requiring return, transfer or conveyance, which conditions occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements.
- C. All remaining assets of The Workforce Connection, Inc. shall be distributed to such not-for-profit and tax-exempt societies and organizations as may be specified in a plan of distribution adopted by the Board.

## **Section 8. EFFECTIVE DATES**

These Bylaws and any amendments thereto shall become effective immediately upon adoption by the Board in accordance with Article VI, Section 6, of these Bylaws.

## **Section 9. INDEMNIFICATION**

- A. Indemnification in actions other than by or in the right of TWC Board

TWC Board shall indemnify any person who was or is a party, or is threatened to be made a party to or witness in any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was director or officer or volunteer of TWC Board against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding to the fullest extent and in the manner set forth in and permitted by the Illinois General Not For Profit Corporation Act and any other applicable law.

TWC Board shall indemnify any person who was or is a party, or is threatened to be made a party or witness in any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he or she is or was an employee or agent of TWC Board, or is or was serving at the request of TWC Board, as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding to the extent and in the manner set forth in and permitted by the Illinois General Not For Profit Corporation Act and any other applicable law.

- B. Indemnification in actions by or in the right of TWC Board

TWC Board shall indemnify any person who was or is a party, or is threatened to be made a party or witness in any threatened, pending or completed action or suit, by or in the right of TWC Board to procure a judgment in its favor by reason of the fact that such person is or was a director, officer, employee or agent of TWC Board, or is or was serving at the request of TWC Board as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses, including attorneys' fees actually reasonably incurred by such person in connection with the defense or settlement of such action or suit to the extent and in the manner set forth in and permitted by the Illinois General Not For Profit Corporation Act and any other applicable law.

C. Right to payment of expenses

To the extent that a director, officer, employee or agent of TWC Board has been successful, on the merits or otherwise, in the defense of any action, suit or proceeding referred to above, or in defense of any claim, issue or matter therein, such person shall be indemnified against expenses, including attorneys' fees, actually and reasonably incurred by such person.

D. Determination of conduct

Any indemnification as described above (unless ordered by a court) shall be made by TWC Board only as authorized in the specific case, upon a determination that indemnification of the director, officer, employee or agent of TWC Board is proper in the circumstances because he or she has met the applicable standard of conduct set forth in these Bylaws. Such determination shall be made (a) by the Board by a majority (51%) vote of a quorum consisting of directors who were not parties to such action, suit or proceeding or (b) if such a quorum is not obtainable, or even if obtainable, if a quorum of disinterested directors so direct, by independent legal counsel in a written opinion.

E. Payment of expenses in advance

Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by TWC Board in advance of the final disposition of such action, suit or proceeding, as authorized by the Board in the specific case, upon receipt of an undertaking by or on behalf of the director, officer, employee or agent of TWC Board to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by TWC Board.

F. Indemnification not exclusive

The indemnification described above shall not be deemed exclusive or any other rights to which those seeking indemnification may be entitled under a vote of disinterested directors, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue

as to a person who has ceased to be a director, officer, employee or agent of TWC Board, and shall inure to the benefit of the heirs, executors and administrators of such a person.

G. Insurance

TWC Board will purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of TWC Board, or who is or was serving at the request of TWC Board as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such. The Grant Recipient of LWIA 3 will be listed as “additionally insured” on policies purchased by TWC Board.

**Bylaws of The Workforce Connection, Inc.**

an Illinois nonprofit corporation

Adopted July 11, 2000

Amended January 9, 2001

(to include Open Meeting Statement in Article V, Section 6, Part F)

Amended February 4, 2003

(to conform to WIB's new organizational structure)

Amended October 7, 2003

Amended December 7, 2010

Amended May 3, 2011

Amended May 7, 2013

Amended March 1, 2016

Amended May 3, 2016

Amended December 6, 2016

(to reflect name change of corporation to The Workforce Connection, Inc.)

Amended January 14, 2019

(to conform to the Illinois Open Meetings Act (5 ILCS 120/ *et seq.*))

Amended September 12, 2023

(to reflect changes to Standing Committees, conform with the State of Illinois LWIB Bylaws Template February 2019 and other technical changes)

**Signatures:**

  
\_\_\_\_\_  
**Chief Elected Official**

9/13/2023

\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**Board Chair**

September 13, 2023  
\_\_\_\_\_  
**Date**



**THE WORKFORCE CONNECTION BOARD**  
**ACTION FORM**

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☒ **Agenda/Action Item:** Approval of Training Provider/Program Approval Processes

**Date:** 09/12/2023

**Point of Contact:** Gina Caronna

**Email:** [gcaronna@theworkforceconnection.org](mailto:gcaronna@theworkforceconnection.org)

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**Motion:** Pursuant to the option provided for in the Illinois workNet WIOA ePolicy, the Board grants authority to a committee of two (2) or more individuals to review providers and programs and to provide conditional approval of initial and continued provider and program eligibility. Conditional approval allows the provider and program to be deemed eligible until such a time as the Board can review and approve the determination of eligibility.

**Action Taken:**

☒ **Approved**    ☐ **Not approved**

☐ **Amended as follows:**





**THE WORKFORCE CONNECTION BOARD**  
**ACTION FORM**

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☒ **Agenda/Action Item:** Approval of Training Provider/Program Approvals/Re-approvals

**Date:** 09/12/2023

**Point of Contact:** Chris Oysti

**Email:** [coysti@theworkforceconnection.org](mailto:coysti@theworkforceconnection.org)

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**Motion:** To approve the Training Provider and Program Approvals and Re-Approvals listed as “Recommended” on the attached spreadsheet for inclusion/continued inclusion on the Illinois Eligible Training Provider/Program List (ETPL).

**Action Taken:**

☒ **Approved**    ☐ **Not approved**

☐ **Amended as follows:**

Training Program Approvals/Re-Approvals  
9/12/2023 TWC Board Meeting

LWIA3								ILLINOIS			
Total Annual Average Job	Avg Ann. Job Openings Due to							Total Annual Average Job Openings	Avg Ann. Job Openings Due to		
		Entry Wage		Median		Experienced Wage				Median Wage	
		Hourly	Annual	Hourly	Annual	Hourly	Annual			Hourly	Annual

ONET Code	DOTL	Provider	ONET Code Title	Program	Completion Percentage	Placement Rate	Employer Partnerships	Approval/Re-Approval	Industry	Credential	Certification/Degree	CIP Code	OccProj.Tot	OccProj.Grow	Entry-Hour	Entry-Annual	WG.Median	WG.Median	Exp-Hourly	Exp-Annual	Jois-Proj.Total-A	Jois-Proj.Growth	WG.Medians	WG.Median-A
Recommended for TWC Board Approval																								
43-3031	4	Blackhawk Technical College	Bookkeeping, Accounting, and Auditing Clerks	Accounting	25%	not tracked	Some Accounting students complete internships for area employers. The internship aspect of the program is currently being further developed. Hagen CPA and ABC Supply and others have hired graduates.	Re-approval	Business, Management, Marketing, and Related Support Services	Degree	Associates Degree	520301	143	(11)	\$ 14.69	\$ 30,552	\$ 21.71	\$ 45,171	\$ 25.66	\$ 53,358	5,795	(377)	\$ 22.96	\$ 47,752
15-1231	5	Blackhawk Technical College	Computer Network Support Specialists	Computer Service Technician	31%	not tracked	<b>Internship Providers:</b> ABC Supply, Sub-Zero Group, City of Janesville. <b>Grad Placements:</b> Rock County, ABC Supply, MercyHealth, JP Cullen, Broaster Company.	Re-approval	Computer and Information Sciences and Support Services	Technical Diploma	Technical Diploma	119999			\$ 20.05	\$ 41,697	\$ 28.80	\$ 59,911	\$ 34.91	\$ 72,626			\$ 32.39	\$ 67,351
51-4041	4	Blackhawk Technical College	Machinists	CNC Technician	21%	not tracked	<b>Internship Providers:</b> Baker <b>Grad Placements:</b> DSB Technologies, Prent, Baker, Provisur, Sugar River Machine, Scot Forge, Cotta, Schiago Fittings, Chapter 2 Inc., Whitewater Manufacturing, Husco, North American Tool.	Re-approval	Engineering/Engineering Related Technologies/ Technician	Technical Diploma	Technical Diploma	150613	214	5	\$ 17.08	\$ 35,534	\$ 23.83	\$ 49,575	\$ 26.21	\$ 54,516	3,356	102	\$ 23.82	\$ 49,553
49-9021	5	Blackhawk Technical College	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Heating, Ventilation, Air Conditioning and Refrigeration HVAC/R	30%	not tracked	<b>Grad Placements:</b> Service Specialists, Lloyd's Plumbing & Heating, Just in Time Refrigeration, Cardinal Heating & A/C, Dick's Refrigeration.	Re-approval	Mechanic and Repair Technologies/ Technicians	Technical Diploma	Technical Diploma	470201	28	1	\$ 17.67	\$ 36,743	\$ 27.81	\$ 57,844	\$ 34.56	\$ 71,888	870	44	\$ 26.58	\$ 55,282
49-9041	5	Blackhawk Technical College	Industrial Machinery Mechanics	Industrial Maintenance Technician	51%	not tracked	<b>Grad Placements:</b> Stoughton Trailers, Hormel, Prent, Scot Forge, IPM Foods, Jones Dairy Farm, Baker Manufacturing, Kuhn North America, Frito-Lay, DSB Technologies, SSI Technologies & many more.	Re-approval	Mechanic and Repair Technologies/ Technicians	Industry Recognized Certification	NIMS (Nat'l Inst for Metalworking Skills)	470303	53	4	\$ 20.40	\$ 42,424	\$ 29.71	\$ 61,794	\$ 33.89	\$ 70,493	1,411	81	\$ 30.04	\$ 62,475
31-9092	4	Blackhawk Technical College	Medical Assistants	Medical Assistant	83%	not tracked	Mercy Health, Beloit Health System	Re-approval	Health Professions and Related Services	Industry Recognized Certification	Certified Medical Assistant (CCMA)	510710	108	12	\$ 16.20	\$ 33,703	\$ 18.63	\$ 38,762	\$ 20.13	\$ 41,869	2,848	145	\$ 19.22	\$ 39,982
29-2012	1	Blackhawk Technical College	Medical and Clinical Laboratory Technicians	Medical Laboratory Technician	100%	100%	SSM - Monroe, Janesville Mercy Health Systems, Impact Life-Blood Center, Swedish American Hospital, Unity Point Health-Meriter Hospital, SSM - St. Mary's Hospital, SSM - St. Mary's Hospital Madison, Midwest Medical Center, Walworth County Mercy Hospital, Beloit Health Systems, Aurora Clinical Laboratories - Aurora Lakeland Medical Center, Aurora Clinical Labs, Burlington Hospital, Hammond and Henry Hospital, Freeport Health Network.	Re-approval	Health Professions and Related Services	Degree	Associates Degree	511004												
31-1131	4	Blackhawk Technical College	Nursing Assistants	Nursing Assistant	87%	not tracked	Pleasant View, Monroe Hospital, Rock Haven, The Bay, Beloit Hospital, Oak Park Place, Cedar Credit	Re-approval	Health Professions and Related Services	Industry Recognized Certification	CAN/HHA	513999			\$ 13.86	\$ 28,816	\$ 15.23	\$ 31,691	\$ 16.93	\$ 35,214			\$ 16.45	\$ 34,214
53-3032	5	Blackhawk Technical College	Heavy and Tractor-Trailer Truck Drivers	Truck Driving	Not provided	Not provided	Not provided	Re-approval	Transportation and Materials Moving	Technical Diploma	Technical Diploma	490205	232	6	\$ 18.95	\$ 39,421	\$ 24.84	\$ 51,665	\$ 30.12	\$ 62,654	9,075	392	\$ 25.34	\$ 52,706
29-2034	3	Blackhawk Technical College	Radiologic Technologists and Technicians	Radiography AAS	86%	100%	<b>Clinical Affiliates</b> Beloit Hospital Beloit Clinic Beloit Northpointe Aurora Lakeland Hospital Mercy Hospital Mercy East Clinic Mercy Walworth Medical Center Mercy North Clinic SSM St. Mary's Hospital Janesville SSM Dean Clinic Janesville SSM Monroe Hospital and Clinic Edgerton Hospital <b>Graduate Placement, all facilities listed above plus:</b> UW Hospital and Clinics, Madison UW Swedish American, Rockford Unity Point Healthcare, Madison UW Stoughton Clinic OSF St. Anthony's Hospital, Rockford UW Veterinary School, Madison Physician's Plus, St. Charles IL Stoughton Hospital Darlington Hospital New Berlin Children's Hospital	New Approval at participant's request	Health Professions and Related Services	Degree	Associates Degree	510911	14	(1)	\$ 22.29	\$ 46,363	\$ 29.53	\$ 61,418	\$ 32.57	\$ 67,739	401	(36)	\$ 30.88	\$ 64,239

29-2099	1	" "	Healthcare Practitioners and Technical Workers, All Other	" "	"	"	" "	"	"	"	" "	510911	14	-	\$ 15.46	\$ 32,152	\$ 22.00	\$ 45,779	\$ 35.96	\$ 74,786	419	2	\$ 22.28	\$ 46,355
43-6013	4	Rasmussen College	Medical Secretaries and Administrative Assistants	Medical Administrative Assistant	28%	69%	N/A per provider	Re-approval	Health Professions and Related Services	Industry Recognized Certification	Certified Medical Assistant (CCMA)	510716	70	3	\$ 15.12	\$ 31,452	\$ 17.86	\$ 37,160	\$ 19.64	\$ 40,854	1,913	30	\$ 18.64	\$ 38,778
29-1141	6	Rasmussen College	Registered Nurses	Professional Nursing AAS	66%	90%	N/A per provider	Re-approval	Health Professions and Related Services	Degree & Industry Recognized Certification/Licensing	Associates Degree/ NCLEX Licensing	513801	304	58	\$ 28.19	\$ 58,630	\$ 36.90	\$ 76,758	\$ 40.03	\$ 83,271	9,289	1,687	\$ 38.64	\$ 80,367
43-3031	4	Rockford Career College	Bookkeeping, Accounting, and Auditing Clerks	Accounting and Payroll Clerk	Not provided	Not provided	Not provided	Re-approval	Accounting and Related Services	Degree	Associates Degree	520302	143	(11)	\$ 14.69	\$ 30,552	\$ 21.71	\$ 45,171	\$ 25.66	\$ 53,358	5,795	(377)	\$ 22.96	\$ 47,752
13-1151	6	Rockford Career College	Training and Development Specialists	Associate Business Administration	89%	71%	BDE Tax & Prof Serv, Blue Cross Blue Shield, H&R Block	Re-approval	Business Administration, Management and Operations	Degree	Associates Degree	520201	29	1	\$ 17.76	\$ 36,939	\$ 24.47	\$ 50,886	\$ 33.86	\$ 70,435	1,158	42	\$ 30.74	\$ 63,947
11-9021	6	Rockford Career College	Construction Managers	Associate Construction Management	67%	100%	A&L Specialties, Qunam Plastics, Ford Tool	Re-approval	Construction Management	Degree	Associates Degree	522001	34	-	\$ 26.33	\$ 54,763	\$ 47.35	\$ 98,487	\$ 59.83	\$ 124,450	1,398	43	\$ 51.12	\$ 106,325
11-9111	6	Rockford Career College	Medical and Health Services Managers	Associate Healthcare Administration	64%	12%	Freeport Health Network, Mercy Health Systems, Orthoillinois	Re-approval	Health Professions and Related Services	Degree	Associates Degree	510705	38	2	\$ 33.75	\$ 70,197	\$ 47.58	\$ 98,961	\$ 66.63	\$ 138,594	1,265	60	\$ 50.71	\$ 105,475
31-9092	4	Rockford Career College	Medical Assistants	Associate Medical Assistant X-Ray Technician (Limited Scope)	Not provided	Not provided	Not provided	Re-approval	Health Professions and Related Services	Degree	Associates Degree	510717	108	12	\$ 16.20	\$ 33,703	\$ 18.63	\$ 38,762	\$ 20.13	\$ 41,869	2,848	145	\$ 19.22	\$ 39,982
23-2011	5	Rockford Career College	Paralegals and Legal Assistants	Associate Paralegal	78%	71%	MacCloskey, Kesler & Assoc., Crosby Law, Fabiano Law Office	Re-approval	Legal Professions and Studies	Degree	Associates Degree	220302	22	1	\$ 17.63	\$ 36,670	\$ 24.00	\$ 49,917	\$ 29.28	\$ 60,907	1,634	106	\$ 29.14	\$ 60,612
31-9091	4	Rockford Career College	Dental Assistants	Dental Assistant	73%	87%	Oates Dental, Aspen Dental, Dental Dreams	Re-approval	Health Professions and Related Services	Diploma	Diploma-RCC	510601	50	-	\$ 16.87	\$ 35,089	\$ 19.11	\$ 39,752	\$ 22.16	\$ 46,094	1,508	51	\$ 22.15	\$ 46,080
17-3023	1	Rockford Career College	Electrical and Electronic Engineering Technologists and Technicians	Electrical Technician Program	55%	76%	Aerotek, B & B Electric, Conduent, First Electric Co Inc.	New approval- participant's request	Mechanic and Repair Technologies/ Technicians	Diploma	Diploma-RCC	470199	12	0	\$ 24.11	50142	\$ 29.94	62277	\$ 37.18	77348	318	-1	\$ 31.06	\$ 64,601
49-9021	5	Rockford Career College	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Heating Ventilation, Air Conditioning and Refrigeration	67%	72%	CMS, PCI Pharma Services, Bomar Heating & Cooling	Re-approval	Mechanic and Repair Technologies/ Technicians	Diploma	Diploma-RCC	470201	28	1	\$ 17.67	\$ 36,743	\$ 27.81	\$ 57,844	\$ 34.56	\$ 71,888	870	44	\$ 26.58	\$ 55,282
13-1071	6	Rockford Career College	Human Resources Specialists	Human Resource Administration	74%	78%	Alorica, Furst Staffing, Farmers Ins Group	Re-approval	Human Resources Management and Services	Diploma	Diploma-RCC	521001	59	-	\$ 18.59	\$ 38,657	\$ 28.33	\$ 58,923	\$ 34.86	\$ 72,508	2,558	40	\$ 30.63	\$ 63,693
43-6013	4	Rockford Career College	Medical Secretaries and Administrative Assistants	Medical Office Billing and Coding	57%	43%	Beloit Health Systems, Experity, Crusader Community Health	Re-approval	Health Professions and Related Services	Diploma	Diploma-RCC	510714	70	3	\$ 15.12	\$ 31,452	\$ 17.86	\$ 37,160	\$ 19.64	\$ 40,854	1,913	30	\$ 18.64	\$ 38,778
29-2099	1	Rockford Career College	Health Technologists and Technicians, All Other	Patient Care Technician	Not provided	Not provided	Not provided	Re-approval	Health Professions and Related Services	Diploma	Diploma-RCC	513902	14	-	\$ 15.46	\$ 32,152	\$ 22.00	\$ 45,779	\$ 35.96	\$ 74,786	419	2	\$ 22.28	\$ 46,355
11-2022	6	Rockford Career College	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	Sales Management Diploma	Not provided	Not provided	Not provided	Re-approval	General Sales, Merchandising and Related Marketing Operations	Diploma	Diploma-RCC	521899	56	-	\$ 32.40	\$ 67,383	\$ 58.49	\$ 121,659	\$ 75.41	\$ 156,858	2,362	64	\$ 63.63	\$ 132,349
51-4121	4	Rockford Career College	Welders, Cutters, Solderers, and Brazers	Welding Diploma	58%	71%	Hennig, Taylor Freeze, Crash1	Re-approval	Precision Production	Diploma	Diploma-RCC	480508	116	1	\$ 16.65	\$ 34,620	\$ 21.65	\$ 45,022	\$ 24.41	\$ 50,776	1,490	30	\$ 22.31	\$ 46,394
29-2055	1	Rockford Career College	Surgical Technologists	Associate of Applied Science in Surgical Technology	36%	83%	Not provided	New approval- participant's request	Health Professions and Related Services	Degree	Associates Degree	510909	9	0	\$ 21.45	44607	\$ 23.24	48341	\$ 26.41	54925	258	-10	\$ 24.12	\$ 50,160
Unable to Approve due to Demand Occupations List																								
13-1199	0	Rockford Career College	Business Operations Specialist, All Other	Business Administration Diploma	62%	86%	Discover Financial Serv, Rockford Park Dist, Manpower	Re-approval	Business, Management, Marketing, and Related Support Services	Diploma	Diploma-RCC	520201	108	6	\$ 17.17	\$ 35,712	\$ 29.76	\$ 61,904	\$ 39.69	\$ 82,546	5,011	101	\$ 38.48	\$ 80,038
31-9093	0	Rockford Career College	Medical Equipment Preparers	Central Sterile Processing	Not provided	Not provided	Not provided	Re-approval	Health Professions and Related Services	Industry Recognized Certification	Certificate of Completion - Apprenticeship	511199	10	-	\$ 16.15	\$ 33,586	\$ 19.31	\$ 40,147	\$ 24.97	\$ 51,921	293	(7)	\$ 19.37	\$ 40,281