



**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