



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

**The Workforce Connection Board,**

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

**Meeting: September 12, 2023**

**Time: 8:00am**

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

**Board Members Present:** Ben Bernsten, Scott Bloomquist, Karen Brown, Todd Cagnoni, Len Carter, Michelle Cassaro, Kathy Crandall, Jeff Fahrenwald, Pamela Fettes, George Gaulrapp, Greg Harle, Dr. Sheila Hill, Vanessa Huges, Dr. Brant Hulsebus, Matt Montalbano, Paul Nolley, Amy Nord, Amy Ott, James Pirages, Jamie Proctor, Frank Rotello, Casey Schwebke, Dr. Howard Spearman, Todd Wells, Jeff Zeal

**Board Members Absent:** Michael Dunn, Sue Fischer, Jeremy Grayewski, Dr. Daniel Grohens, Robert Guirl, Therese Thill, Eva Kretschmar, Kris Machajewski, Troy Primus, Dan Ross,

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

**CEO Members Absent:** Rodney Riley

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

**Partner Staff Present:** Paul Andrews, Tom Austin, Mike Johnson, Karyn McDonald, Jessica Story, Tabitha Sims, Ann Woolsey

**Partner Staff Absent:** Courtney Geiger, Ted Duckett

**Guests Present:** Joseph Agbeko, Mary Cascioppi, Mike Delany, Tabitha Dougherty, Meagan Frankfother, Bridget French, Jaime Jaquez, Dr. Patricia Lynott, Beth Mead, Amanda Smith, Anna Wandtke

1. TWC Board Call to Order: Board Chair Michelle Cassaro called the TWC Board to order at 8:10am.

CEO Call to Order: Mayor McNamara called the CEO meeting to order at 8:11am

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 – June 6, 2023

TWC Board Motion: Amy Ott

Second: Pam Fetes

Approved

CEO Board Motion: Scott Helms

Second: Joe Chiarelli

Approved

4. Approval of Consent Agenda:

- Approval of Policy Changes

TWC Board Motion to Approve: Jim Pirages      Second: Ben Bernsten      Approved  
CEO Board Motion to Approve: Joe Chiarelli      Second: Scott Helm      Approved

5. Approval of Bylaws Changes:

- Dr. Gina Caronna presented.

TWC Board Motion to Approve: Len Carter      Second: Jeff Fahrenwald      Approved  
CEO Board Motion to Approve: Scott Helm      Second: Joe Chiarelli      Approved

6. Approval of Training Provider/Program Conditional Approval Process:

- Dr. Gina Caronna presented.

TWC Board motion to Approve: Jim Pirages      Second: Todd Cagnoni      Approved  
CEO Board motion to Approve: Joe Chiarelli      Second: Scot Helms      Approved

7. Approval of Training Provider/Program Approvals and Re-Approvals:

- Dr. Gina Caronna presented.
- Dr. Spearman questioned why we are offering programs out of state.

TWC Board motion to Approve: Pam Fettes      Second: Amy Ott      Approved  
CEO Board motion to Approve: Scott Helms      Second: Joe Chiarelli      Approved

8. Keynote Address: Presented by Dr. Patricia Lynott, Interim President of Rockford University

9. Board Chair's Remarks: Michelle Cassaro presented.

- Please review the Annual Report.

10. Executive Director's Remarks: Dr. Gina Caronna presented.

- The year-end financial statement is in the Annual Report.
- New staff member – Berenice Jaquez Business Team Lead – Apprenticeship Navigator

11. Members Comments:

Pam Fettes – Growth Dimensions upcoming annual Reception Tuesday, September 19<sup>th</sup>, at 5:00pm Community Building Complex of Boone County.

12. Public Comment:            None

13. Adjournment:

Motioned to adjourn the meeting: Amy Ott      Second: George Gaulrapp 2<sup>nd</sup>      Approved  
CEO Motion to adjourn the meeting: Joe Chirarelli      Second: Scott Helms