



Board and CEO Meeting Minutes

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

Meeting: December 5, 2023

Time: 8:00am

Location: Rockford Airport (60 Airport Road), Rockford IL

Attendee Name	Organization	Status	Arrived
Bernsten, Ben	Goodwill of Northern IL	X	
Bloomquist, Scott	Boone/Winn Regional Off of Ed	X	
Brown, Karen	Highland Community College	Absent	
Cagnoni, Todd	City of Rockford	Absent	
Carter, Len	Freeport Hospital	Absent	
Cassaro, Michelle	Chicago Rockford Airport	X	
Crandall, Kathy	Crandall Stats & Sensors	X	
Dunn, Michael	Region 1 Planning Council	X	
Fahrenwald, Jeff	SupplyCore	X	
Fettes, Pamela	Growth Dimensions of Belvidere	X	
Fischer, Suzanne	OSF Healthcare System	X	
Gaulrapp, George	ComEd	X	
Grayewski, Jeremy	Berner Food & Beverage	X	
Guirl, Robert	Community Member	X	
Harle, Greg	Plumbers & Pipefitters Local	Absent	
Hill, Sheila Dr	Hill & Hill Enterprises	X	
Hulsebus, Brant Dr	Hulsebus Rockford Chiropractic	X	
Machajewski, Kris	YWCA NW IL Literacy Council	Absent	
Montalbano, Matt	RBC Wealth Management	Absent	
Nolley, Paul	Project First Rate	X	
Nord, Amy	Belvidere Chamber of Commerce	X	
Ott, Amy	Boylan Catholic High School	X	
Pirages, James	AGHL Law Office	X	
Primus, Troy	AAR Corp	Absent	
Proctor, Jamie	Americold Logistics LLC	Absent	
Ross, Dan	Community Foundation of N IL	X	
Rotello, Frank	Alpha Controls & Services LLC	X	
Salazar, Max	Collins Aerospace	Absent	
Schwebke, Casey	Swebco Manufacturing	Absent	
Spearman, Howard	Rock Valley College	Absent	
Stewart, Amanda	Hughes Resources	Absent	
Wells, Todd	Bourn & Koch, LLC	X	
Zeal, Jeff	IL Dept of Employment Security	X	

Chiarelli, Joe	Winnebago County Board Chairman	X	
Helms, Scott	Stephenson County Board Chairman	X	
McNamara, Thomas Mayor	City of Rockford	X	
Riley, Rodney	Boone County Board Chairman	Absent	
Austin, Tom	IL Dept of Employment Security	X	
Duckett, Ted	IL Dept of Employment Security	Absent	
Geiger, Courtney	Goodwill of Northern IL	Absent	
McDonald, Karyn	Workforce Connection-Elevate Prog	X	
Sims, Tabitha	Rock Valley College	X	
Spain, Mark	Goodwill of Northern IL	Absent	
Story, Jessica	Goodwill of Northern IL	X	
Caronna, Gina Dr	The Workforce Connection	X	
Cornelius, Cathy	The Workforce Connection	X	
Jaquez, Berenice	The Workforce Connection	X	
Oysti, Chris	The Workforce Connection	X	
Rabe, Joan	The Workforce Connection	X	
White, Dan	The Workforce Connection	X	

Guests: Danis, John – Absolute Fire Protection, Inc., Hill, Alyssa

1. Call to Order:

- a. TWC Board at 8:03am Michelle Cassaro, TWC Board Chair
- b. Chief Elected Officials at 8:05am Mayor Thomas McNamara, CEO Chair

2. Roll Call

Cathy Cornelius

- a. TWC Board and there was a quorum.
- b. CEO Elected Officials and there was a quorum.

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

- TWC Board Meeting Minutes – 09/12/2023 Michelle Cassaro, TWC Board Chair
- Jeff Fahrenwald motioned to accept; Jim Pirages 2nd Passed
- CEO Meeting Minutes – 9/12/2023 Mayor Thomas McNamara, CEO
- Joe Chiarelli motioned to accept; Scott Helms 2nd Passed

4. Approval of the PY2023 MOU Required Revisions – TWC Board & CEO Action Item (Voice Vote)

Cathy Cornelius

- Amy Ott motioned to accept; Ben Bernsten 2nd Passed
- Joe Chiarelli motioned to accept; Scott Helms 2nd Passed

5. Approval of Consent Agenda – TWC Board & CEO Action Item (Voice Vote)

Cathy Cornelius

- a. Approval of Policy Changes
 - i. Equal Opportunity
 - ii. Grievance/Complaint
 - iii. Methods of Administration
- Jeff Fahrenwald motioned to accept; Bob Guirl 2nd Passed
- Scott Helm motioned to accept; Joe Chiarelli 2nd Passed

6. Out-of-State Training Provider Update Dr. Gina Caronna
Dr. Caronna responded to Dr. Spearman’s question from the September 12th meeting.
Anyone applying for an out-of-state college will have to be forwarded onto the State for approval.

7. Approval of Training Provider/Program Approvals and Re-Approvals – TWC Board & CEO
Action Item (Voice Vote) Chris Oysti
Dan Ross motioned to accept; Amy Ott 2nd Passed
Joe Chiarelli motioned to accept; Scott Helm 2nd Passed

8. Finance Report Dan White
Dan White presented the finance report in Karen Browns absence.

9. Community Foundation – 09/30/23 Update Dan White
Non-Profit Donations

10. Illinois Workforce Partnership Awards Courtney Geiger
Jessica Story presented the following awards:
Business Partner: John Danis, Absolute Fire Protection, Inc
Individual Achievement Award: Alyssa Hill

11. Board Chair’s Remarks Michelle Cassaro
Eva Kretschmar resignation from the Board, Thank you for your service.
Max Salazar new to the Board from Collins Aerospace. Max will be replacing Jamie Jaquez.

12. Members comments:
Regional and Local Plan
A survey will be sent out regarding the meeting format.

13. Public Comment:
None

14. Adjournment:
Micelle Cassaro adjourned the meeting at 8:31.
Anyone interested in touring The Rockford Airport is asked to stay.

15. Tour Tour Guide: Zack Oakley

Distributions: PY2023 MOU Required Revisions Approval
Approval of Policy Changes
Workforce Innovation & Opportunity Act
Approval of Training Provider/Program Approval/Re-Approvals
October 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
Community Foundation – Quarterly Statement of Fund Activity
Illinois Workforce Partnership Individual Award and Business Leadership Award