



## Board and CEO Meeting Minutes

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

**Meeting: March 19, 2024**

**Time: 8:00am**

**Location: NIU Rockford, 8500 E. State Street, 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	X	
Cagnoni, Todd	City of Rockford	X	
Carter, Len	Freeport Hospital	X	
Cassaro, Michelle	Chicago Rockford Airport	X	
Crandall, Kathy	Crandall Stats & Sensors	Absent	
Dunn, Michael	Region 1 Planning Council	X	
Fahrenwald, Jeff	SupplyCore	X	
Fettes, Pamela	Growth Dimensions of Belvidere	X	
Fischer, Suzanne	OSF Healthcare System	Absent	
Gaulrapp, George	ComEd	X	8:06
Grayewski, Jeremy	Berner Food & Beverage	Absent	
Guirl, Robert	Community Member	X	
Harle, Greg	Plumbers & Pipefitters Local	Absent	
Hill, Sheila Dr	Hill & Hill Enterprises	X	
Hulsebus, Brant Dr	Hulsebus Rockford Chiropractic	Absent	
Machajewski, Kris	YWCA NW IL Literacy Council	X	
Montalbano, Matt	RBC Wealth Management	X	
Nolley, Paul	Project First Rate	Absent	
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	
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	Absent	
Schwebke, Casey	Swebco Manufacturing	Absent	
Spearman, Howard	Rock Valley College	X	
Stewart, Amanda	Hughes Resources	Absent	

Wells, Todd	Bourn & Koch, LLC	X	
Zeal, Jeff	IL Dept of Employment Security	X	
McNamara, Thomas Mayor	City of Rockford	X	
Chiarelli, Joe	Winnebago County Chairman	Absent	
Helms, Scott	Stephenson County Chairman	X	
Riley, Rodney	Boone County Chairman	Absent	
Austin, Tom	IL Dept of Employment Security	Absent	
Duckett, Ted	IL Dept of Employment Security	Absent	
Geiger, Courtney	Goodwill of Northern IL	X	
McDonald, Karyn	Workforce Connection-Elevate Prog	X	
Sims, Tabitha	Rock Valley College	X	8:10
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	

Guest: Alsharif, Serene – Tad More Tailoring and Alterations

**1. Call to Order**

- TWC Board at 8:02am Michelle Cassaro, TWC Board Chair
- Chief Elected Officials at 8:03 Mayor Thomas McNamara, CEO Chair

**2. Roll Call**

- TWC Board and there was a quorum
- Chief Elected Officials, there was not a quorum present

**3. Approval of Meeting Minutes**

- a) TWC Board Meeting Minutes – 12/05/2023 Michelle Cassaro, TWC Board Chair  
Amy Ott motioned to accept Jim Pirages 2<sup>nd</sup> Passed
- b) CEO Meeting Minutes – 12/05/2023 Mayor Thomas McNamara, CEO Chair  
No comments or corrections noted.  
Scott Helms motioned to accept Mayor McNamara 2<sup>nd</sup> Passed

**4. Approval of the 2024-2028 Regional and Local Plan** Dr. Gina Caronna , Executive Director

Scott Bloomquist motioned to accept Pam Fettes 2<sup>nd</sup>. Passed

**5. Approval of Consent Agenda**

**Michelle Cassaro**

- a. Approval of Policy Changes
  - i. 100-08 Procurement
  - ii. 200-06 Selective Services
  - iii. 200-07 Personally Identifiable Information
  - iv. 400-03 Medical Data and information Collection
  - v. 400-07 Needs Related Payments
  - vi. 500-01 Work Based Training
  - vii. 500-02 Incumbent Worker
  - viii. 500-04 Eligible Training Provider Approval

George Gaulrapp motioned to accept, Jeff Fahrenwald 2<sup>nd</sup>. Passed

**6. Approval of Training Provider/Program Approvals and Re-Approvals**

Amy Ott motioned to accept Scott Bloomquist 2<sup>nd</sup> Passed

**7. Finance**

**Karen Brown, Finance Committee Chair**

- a. Program Year 2023 Mid-Year Budget Modification  
Jim Pirages moved to approve Michael Dunn 2<sup>nd</sup> Passed
- b. Program Year 2022 Audit:
  - i. AUP Report
  - ii. Audit Report
  - iii. Audit Report Letter
  - iv. Audit Significant Risk Letter
- c. Finance Report – January 2023

**8. Keynote Address**

**Sarene Alsharif, MPH, CEO and Co-Founder  
Tad More Tailoring and Alterations**

**9. Board Chair's Remarks**

**Michelle Cassaro**

- DCEO Budget and Audit Monitoring Event
- Apprenticeship
- Regional Plan Feedback
- Freeport Office lease has been terminated, need to be out by the end of April
- Gina, Todd and Shelly attending the NAWB Forum Washington D.C.

**10. Executive Director's Remarks**

**Dr. Gina Caronna**

- CEJA final negotiations
- Workforce Project and Data Project coming up
- Apprenticeship Program
- Hired new Staff Accountant who starts April 1.

**11. Member Comments**

Major McNamara: Goodwill Excel Center  
Fiber optics program  
Concert program

Scott Helms: Will work with Gina to find a new Freeport location

## **12. Public Comment**

None

## **13. Adjournment**

Michael Dunn motioned to adjourn the meeting, Karen Brown 2<sup>nd</sup>.  
Meeting adjourned at 8:50am

### **Distributions:**

Approval of the 2024-2028 Illinois Northern Stateline-Economic Development Region 5  
Approval of Policy Changes  
Approval of Training Provider/Program Approvals/Re-Approvals  
Mid-Year Budget Modifications for Program Year 2023 (7/01/24-6/30/24)  
    Summary of Budget Modification  
    Program Year 2023 Budget Modification with Comparisons  
    Administrative Funding Source & Planned Expenditures  
    Adult Funding Sources & Planned Expenditures  
    Dislocated Worker/Trade Program Funding Sources & Planned Expenditures  
    Board & Staff Operating Budget  
January 2024 Finance Report Summary  
Expenditures by Grant/Funding System  
TWC Expenditures by Funding Stream  
TWC Expenditures by Categories  
TWC Personal & Operating Expenses  
Statement of Activities