

**MEETING OF THE  
Board of Directors and Chief Elected Officials  
Of  
Northern Illinois Workforce Alliance**  
(The Workforce Board serving Boone, Winnebago and Stephenson Counties)  
**Tuesday, December 1, 2015**  
RMAP Regional Design Center, 315 N. Main Street  
Rockford, IL 61101

- I. Board Meeting Call to Order:** Amy Ott called the NIWA Board of Directors to order at 8:05 a.m.  
**CEO Meeting Call to Order:** Mayor Morrissey of the City of Rockford called the Chief Elected Officials of the Northern Illinois Workforce Alliance meeting to order at 8:06 a.m.
- II. Board Members Present (24):** Eric Black, Linda Campos, Michelle Cassaro, Gary Evans, Dr. Lori Fanello, George Gaulrapp, Brian Halsted, Tim Hood, Beverly Long, Brad Long, Mike Mastroianni, Michael Nicholas, Amy Ott, Jim Pirages, Frank Rotello, Jim Ryan, Sam Schmitz, Amanda Smith, Craig Steege, Mark Stefanic, Rudy Valdez, Shirley Walker, Kimberly Wichman, Dave Young.
- CEOs Present (4):** Mayor Morrissey (City of Rockford), Chairman Bob Walberg (Boone County), Chairman William Hadley (Stephenson County), Dave Peterson (Winnebago County)
- Guests and Partner Staff Present:** Tom Austin, Darcy Bucholz, Cathy Cornelius, Darryl Cummings, Pamela Fettes, Jeff Hefty, Amy Heilman, Devone Holt (ResCare) Valerie Johnson, Robert Jones Jr., John Strandin, Ken Terrenoni, Dan White, Michael Williams.
- III. Approval of Meeting Minutes:**
- a. NIWA Meeting Minutes (11/03/2015)
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| <b>Board Motion:</b> | <b>Young</b> | <b>Second:</b> | <b>Walker</b> | <b>Approved</b> |
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- b. CEO Meeting Minutes (10/06/2015)
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| <b>CEO Motion:</b> | <b>Hadley</b> | <b>Second:</b> | <b>Walberg</b> | <b>Approved</b> |
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- IV. WIOA Transition Update:**
- a. Transition Plan Review:** Darcy gave an update on the WIOA Transition Plan.
- Governor’s Certification of the Board was received on 11/18/2015.
  - A State Regional Planning meeting will be convened on December 11, 2015 for Economic Development Region 5. At this meeting we will receive data to begin the initial planning. Maher and Maher have been hired by the State to facilitate and assist the Regions. There will be a regional plan that will outline strategies and the local plan will outline the implementation of these strategies. The Regional Plan will align Economic Development, Workforce Development and Educational strategies and goals.
  - One-Stop partner organizations will be entering into a Memorandum of Understanding (MOU). MOU guidelines are being developed by the Governor’s office. There will be a webinar on MOU negotiations. The MOU is to be in place by July 2016.
- b. One-Stop Operator/Services Procurement:** A Request for Proposal (RFP) was issued as required for One-Stop Operator/Services to be competitively bid and in place by July 1, 2017. Of the 2 proposals received, weaknesses were identified in both proposals. With limited guidance from Department of Labor on One-Stop Operator procurement, it is proposed that the RFP be cancelled and be reissued in August or September 2016 for services to begin January 2017. Discussion among members resulted in a decision to amend the RFP release date to be July 2016 with services beginning January 1, 2017.
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| <b>Board Motion:</b> | <b>Gaulrapp</b> | <b>Second:</b> | <b>Ott</b> | <b>Approved with Amendment</b> |
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**Abstained: Brian Halsted, Mike Mastroianni, Amanda Smith**

**CEO Motion: Walberg Second: Hadley Approved with Amendment**

- c. Sub-Award Extensions/Budget Modifications:** Modify and extend the current sub-award agreements through June 30, 2016 for Rock Valley College Dislocated Worker and Trade Career Services for PY2015 not to exceed \$854,229, Rock Valley College Career and Training Services for Refugees and Immigrants for PY2015 not to exceed \$85,000; and Rock Valley College for short-term prevocational and job readiness services for adults and dislocated worker customers for PY2015 not to exceed \$103,198. The continuation of these services is necessary for operations to continue and funding is available in our current budget. Current agreement and budgets will be modified.

**Board Motion: Pirages Second: Ott Approved**

**CEO Motion: Hadley Second: Peterson Approved**

- V. Procurement of Legal Services:** Approve procurement and subsequent expenditure for legal services in an amount not exceed \$6,000. Tasks identified require the purchase of legal services and counsel. Staff will prepare a request for bids to issued seeking legal counsel specializing in not-for-profit governance.

**Board Motion: Fanello Second: Smith Approved**

- VI. WIA Customer Service Evaluation Project Results Presentation:** Mindy Schniederma, Ph.D., Assistant Director, Center for Governmental Studies, Northern Illinois University reported on the initial results and methodology of a study of customer service within The Workforce Connection to identify where customers or potential customers are dropping out of the program. Identify what stumbling blocks we may have established that cause them to drop out of program services or out of the initial application process. More analysis will be done on the data and the final report will be delivered by the end of December 2015.

- VII. Member Comments:** There were no member comments.

- VIII. Public Comment:** Mike Williams commented that the partner organizations have made on-going progress in customer service over the years and he would like to see if some of the issues identified as barriers by customers are due to policies or law and not just service delivery. Mike Williams also commented on the RFP submission by the current consortium of partners and noted that the Board staff did an excellent job of answering questions. He would asked that the comments from the evaluation committee be shared with the applicants so that they know where the gaps were on the response to the RFP.

Pam Fettes shared that the first meeting of the Business and Public Relations committee will be held on December 7, 2015.

George Gaulrapp invited everyone to attend a reception for the Microgrid project, which is an independent energy source, that will be started at the Chicago Rockford International Airport.

**IX. Adjournment:** The meeting was adjourned at 9:30 am.

Respectfully submitted,

Cathy Cornelius

Date: December 3, 2015

Included in Meeting Packet  
NIWA Meeting Minutes (11/03/15)  
CEO Meeting Minutes (10/06/15)  
Procurement of Legal Services (Action Form)  
WIOA Transition Plan Review  
One-Stop Operator/Services Procurement (Action Form)  
Sub-Award Extensions/Budget Modifications (Action Form)