

**MEETING OF THE  
Board of Directors  
Of  
Northern Illinois Workforce Alliance, Inc.**  
(The Workforce Innovation Board serving Boone, Winnebago and Stephenson Counties)  
And **Chief Elected Officials**

*Tuesday, December 6, 2016*  
RMAP Design Center, 315 N. Main St.  
Rockford, IL

- I. Board Meeting Call to Order:** Chairman Karen Brown called the Northern Illinois Workforce Alliance Board of Directors meeting to order at 8:05 a.m.  
**CEO Meeting Call to Order:** Jim Ryan of the City of Rockford called the Chief Elected Officials meeting to order at 8:05 a.m.
- II. Board Members Present (21):** Eric Black, Karen Brown, Linda Campos, Gary Evans, Dan Grohens, Candice Goodpastor, Jerry Guinane, Bob Guirl, Brian Halsted, Greg Harle, June Hazzard, Vanessa Hughes, Paul Logli, Mike Nicholas, Jim Ryan, Sam Schmitz, Amanda Smith, Crystal Soltow, Craig Steege, Mark Stefanic, Dave Young
- CEO Members Present (3):** Jim Ryan (City of Rockford), Ken Terrinoni (Boone County), Bill Hadley (Stephenson County)
- NIWA Staff Present:** Darcy Bucholz, Cathy Cornelius, Pam Fettes, Robert Jones, Valerie Johnson, John Strandin
- Guests and Partner Staff Present:** Tom Austin, Angelina Bau, Jeff Hefty, Mark Jansen, Mike Williams, Dan White
- III. Approval of Consent Agenda:**
- a. NIWA and CEO Minutes of November 1, 2016
  - b. One-Stop Operations Council Report
    - i. Approval of Workforce Ready course offered by Highland CC
  - c. Youth Council Report

<b>NIWA Board Motion:</b>	<b>Smith</b>	<b>Second:</b>	<b>Steege</b>	<b>Approved</b>
<b>CEO Motion:</b>	<b>Hadley</b>	<b>Second:</b>	<b>Terrinoni</b>	<b>Approved</b>

- IV. Finance Committee Report:**  
October 2016 Financial Reports – Dan White reported combined percentage of expenditures related to training for the Adult and Dislocated Worker programs was at 46.7%. Youth Workbased Learning Percentage is currently at 23.0%. There are no concerns with either expenditure percentage at this time and it appears the expenditure percentages will meet the requirements at the end of the year. The percentage of Training Funds Encumbered for the Adult program was at 78.6% Dislocated Worker Program was at 64.2%. A budget modification will be necessary in early 2017. Participant Service Levels were reported at 58.0% for Adults, 73.8% for Dislocated Workers, 60.5% for Youth and 100% for other grants. All other grants were ended 09/30/2016. The planned service level of 500 for Adults may not be achieved by June 30, 2017 because the program is spending more money per participant for training than originally anticipated to meet the skill and certification requirements for employment. The committee asked if we track certifications by program; ie Nursing, Advanced Manufacturing? The answer was that yes, we do track by training program. All training outside of pre-vocational or adult education must lead to recognized certifications. Under WIOA, training must be in demand occupations in our local area. We also track employment after exit for performance standards.

**V. Branding Update:**

**a. NIWA Name Change Discussion – NIWA and CEO Action Item**

Approve the legal name change from Northern Illinois Workforce Alliance, Inc. to The Workforce Connection, Inc., which includes amendment of the Articles of Incorporation, the amendments to the By-laws Article 1, Section 1. **NAME**, and throughout the document where Northern Illinois Workforce Alliance and/or NIWA are listed, and authorize submission of the required documents to the Illinois Secretary of State, Attorney General Charitable Trust Bureau and the IRS.

**Background:** The Workforce Innovation and Opportunity Act (WIOA) is focused on integrating programs and streamlining access for customer (business and job seekers). Northern Illinois Workforce Alliance, Inc. is the legal name for the workforce board, governance of the public workforce system. The service delivery arm is The Workforce Connection, not a legal entity but a brand for the partnership as required by WIOA. To minimize confusion and establish a clear marketing and branding strategy for the public workforce system changing the name of the Northern Illinois Workforce Alliance to The Workforce Connection has been suggested. The members of NIWA would become The Workforce Connection Board, which more clearly defines the Board’s role of governance and oversight of all programs in The Workforce Connection partnership, as envisioned by the WIOA. By establishing The Workforce Connection as a legal entity allows for the partnership to apply for grants and other funds to further the work of the system and partners.

**NIWA Board Motion: Stefanic Second: Hazzard Voice Vote Approved Unanimously  
CEO Motion: Terrinoni Second: Hadley Approved**

**VI. WIOA Update:**

a. **One –Stop Operator/Services Procurement Revised Timeline:** A revised timeline was handed out to the Board Members and CEOs. The RFP will be out no later than January 10<sup>th</sup>. Proposals will come back on February 21<sup>st</sup>, which gives organizations that are proposing a little over 6 weeks to respond. The review of proposals will take place between February 22<sup>nd</sup> and March 10<sup>th</sup>. If presentations are needed that will be done the next week, March 13-17. The recommendation from the review / evaluation team will be brought to the Board and CEOs for approval on April 4<sup>th</sup>. Then we will have April 5<sup>th</sup> through the 28<sup>th</sup> for contract development and any negotiations that may be needed. The transition period, if necessary, will be May and June and the One-Stop Operator and services will begin July 1, 2017.

b. **Sub-Award Extension/Budget Modification:** To modify and extend until June 30, 2017 the current sub-award agreement with Rock Valley College for provision of Dislocated Worker and Trade Career Services. The sub-award with Rock Valley College for Dislocated Worker and Trade Career Services was approved at the June 2016 meeting for six (6) months at 50% of the amount listed. With the delay of the One-Stop Operator and Title 1-B Career Services procurement until January 2017, the sub-award needs to be extended through June 30, 2017. The continuation of these services is necessary for operations to continue and funding is available in our current budget. The current agreement budget will be modified.

**NIWA Board Motion: Harley Second: Steege Approved  
CEO Motion: Hadley Second: Terrinoni Approved  
Amanda Smith Abstained**

c. **Request for Qualifications MOU Cost Negotiations:** Approve the release of a Request for Qualifications and quotes (RFQ) and subsequent expenditure (not to exceed \$7,000) to secure the professional services of an individual or organization to lead infrastructure cost negotiations and system cost sharing among all required partners in the local one-

stop system in accordance with the *Governor's Guidelines to State and Local Program Partners Negotiating Costs and Services under the Workforce Innovation and Opportunity Act of 2014*.

<b>NIWA Board Motion:</b>	<b>Campos</b>	<b>Second: Halsted</b>	<b>Approved</b>
<b>CEO Motion:</b>	<b>Hadley</b>	<b>Second: Terrinoni</b>	<b>Approved</b>

**VII. WIOA Core Partners Services: WIOA Title II Adult Education:**

A panel of Adult Education and Literacy service providers in our workforce area was assembled to better inform the board about their services and the partnership as required by WIOA. Darcy provided an overview of the the Titles under the WIOA. Adult Education and Literacy is a “core” WIOA partners and services are addressed under Title II of the Act. Service providers in our 3-County area are: Rock Valley College, The Literacy Council, Rockford Public Schools-Roosevelt and Highland Community College. Each service provider discussed the services they provide, who they serve, and how their success is mesured. They also discussed challenges they face as well as opportunities to enhance the alignment with other WIOA partner programs.

**VIII. Member Comments:** Karen thanked the Board members for their time in 2016 and recognized Chairman Hadley’s re-election and told the Board that we will have Frank Haney as the new Winnebago Board Chairman and Karl Johnson as the new Boone County Board Chairman.

**XI. Public Comments:** None

**XII. Adjournment:** 9:31 am