

**MEETING OF THE  
The Workforce Connection Board**  
(The Workforce Innovation Board serving Boone, Winnebago and Stephenson Counties)  
And **Chief Elected Officials**

*Tuesday, March 7, 2017*  
RMAP Design Center, 315 N. Main St.  
Rockford, IL

- I. Board Meeting Call to Order:** Chairman Karen Brown called The Workforce Connection Board meeting to order at 8:03 a.m. Karen Brown announced the receipt of official notification from Secretary of State that our amendment requesting a name change from the Northern Illinois Workforce Alliance, Inc. to The Workforce Connection, Inc. has been received, filed and initiated.

**CEO Meeting Call to Order:** Todd Cagnoni of the City of Rockford called the Chief Elected Officials meeting to order at 8:03 a.m.

- II. Board Members Present (21):** Eric Black, Karen Brown, Todd Cagnoni, Linda Campos, Michelle Cassaro, Gary Evans, Pamela Fettes, Dan Grohens, Jerry Guinane, Bob Guirl, Brian Halsted, Tim Hood, Vanessa Hughes, Brad Long, Amy Ott, Jordan Priest, Frank Rotello, Sam Schmitz, Craig Steege, Mark Stefanic, Dave Young

**CEO Members Present (4):** Todd Cagnoni (City of Rockford), Karl Johnson (Boone County), Bill Hadley (Stephenson County), Frank Haney (Winnebago County)

**Staff Present:** Darcy Bucholz, Cathy Cornelius, Robert Jones, Valerie Johnson, John Strandin

**Guests and Partner Staff Present:** Tom Austin, Kathy Bellone, Amy Heilman, Jeff Hefty, Ken Terrenoni, Mike Williams, Dan White

- III. Approval of Consent Agenda:**
- a. NIWA Meeting Minutes of February 7, 2017
  - b. CEO Meeting Minutes of December 6, 2016
  - c. Youth Council Report

<b>TWC Board Motion:</b>	<b>Ott</b>	<b>Second:</b>	<b>Evans</b>	<b>Approved</b>
<b>CEO Motion:</b>	<b>Johnson</b>	<b>Second:</b>	<b>Haney</b>	<b>Approved</b>

- IV. Finance Committee Report:**  
January 2017 Financial Reports – Dan White reported combined percentage of expenditures related to training for the Adult and Dislocated Worker programs was at 43.8%. Youth work-based training percentage is currently at 22.0%. 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 97.7%; Dislocated Worker Program was at 75.4%. A budget modification will be completed within the next month or two to transfer funds from the Dislocated Worker program to the Adult program. Participant Service Levels were reported at 73.0% for Adults, 82.5% for Dislocated Workers, 72.5% for Youth. The planned service levels are a goal and not a performance standard and whether or not the programs meet those levels will depend on the customers coming into the program and what type of training they require. The Youth program has been doing a lot of outreach lately and they expect to meet their planned service levels.

- V. Employer & Public Engagement Committee:**
- a. **Committee activity update** – John Strandin gave a report on the Hiring Event that was held on Friday, March 3<sup>rd</sup> at the RMAP Design Center. There were approximately 200 jobseekers and 24 employers in attendance. The employers reported that they had great

success with the candidates and interviews were scheduled and job offers extended to many jobseekers.

- b. **Website and Graphic Arts Contract** – A request for proposal was released in February and 9 responses were received. Of those, it was narrowed down to 2 companies, Cain & Company and Genestra Watson. The committee recommends selecting Cain & Co. based on the service they are able to provide and of the cost of those services.

**Motion to enter into a contract with Cain & Company not to exceed \$4500.00 for website and graphic design.**

**TWC Board Motion: Steege**  
**CEO Motion: Haney**

**Second: Ott**  
**Second: Johnson**

**Approved**  
**Approved**

**VI. Talent Pipeline Management for Manufacturing Update:**

Darcy gave a brief overview of the Talent Pipeline Management initiative for Manufacturing. She explained that TPM is a model endorsed by the US Chamber of Commerce where you manage your talent just as you would your supply chain. The initiative is employer driven and allows the collaborative to speak to education and training provider with one voice.

Dave Young provided an update for the Board on the activities to date. On Friday, March 3<sup>rd</sup>, a summit was held to expand the engagement of manufacturing employers beyond the core group of five that has been meeting for many months to discuss skill needs. There were 18 different company's representatives in attendance. At this summit, NIMBLE, Northern Illinois Manufacturers Building Lifelong Employment, was launched. This collaborative is a regional effort and includes, Boone, Ogle, Stephenson, and Winnebago counties and started with a core group of 5 company representatives. At the summit the employers reached a consensus on their pain points. The next steps is to develop and have the manufacturers complete a survey to identify their education and training needs and then meet with the education and training providers. The core group stated that they were very pleased with the outcome of the summit. There were a good range of employers of different sizes and locations in attendance.

**VII. WIOA Update:**

**a. One-Stop Operator/Services Procurement Update**

We received 4 proposals on the deadline of February 21<sup>st</sup>. Those proposals are being evaluated by a review team. The reviewers will meet on March 10<sup>th</sup> to come up with a consensus score for each proposal. There will be proposer presentations on or around March 22<sup>nd</sup> of at least the top 2 proposers. Any Board members and CEOs are invited to attend these presentations.

**b. Regional / Local Plan / MOU Update**

Revisions to the Regional and Local plans are being completed. The Plans will be available for public comment next week and will come before the Board and CEOs at the April 4, 2017 meeting. MOU negotiations begin next week and as the members will recall, approval was given to hire Devin Noble of Hinshaw & Culbertson, LLC to act as a facilitator for these negotiations on infrastructure costs. Approval of the MOU will come before the Board and CEOs at the May or June meeting.

**c. One-Stop Certification Requirements and Process**

The Illinois Workforce Innovation Board (IWIB) has established one-stop certification guidelines, which are expected to be approved soon. Each local workforce area will need to a local certification team of a minimum of 3 people. These people will consist of the Local Board Chair or their designee, a Board Business Representative and a Partner Program Board Member. Darcy presented the steps, timeline and criteria of the process and noted that she estimates that it will require about 8 hours time over a 4 week period per team member.

**VIII. IDES: WIOA Title III and Other Services:** Brian Halsted, Administrator for the Rockford office presented to the group how the Illinois Office of Employment Security was formed under the Wagner-Peyser Act of 1933 establishing public employment offices. The act was amended in 1998 to make the Employment Service part of the One-Stop services delivery system. IDES utilizes an online tool, Illinois JobLink as the labor exchange mechanism. Job seekers can build and post resumes and complete job searches; and businesses can use the “key words” matching technology to search resumes and find the best candidate. IDES also offers services to local businesses, provides workshops for jobseekers, administers the Unemployment Insurance program, and provides case management for individuals who have been identified as likely to exhaust UI benefits. IDES has 40 offices throughout Illinois with the Rockford location serving Boone, Winnebago and parts of Stephenson county. They also partner with the Sterling office to provide services. Employment Services are free of charge and available to everyone. Some of the target groups they serve are veterans, incarcerated veterans, migrant seasonal farm workers, returning citizens, youth ages 16-24 years through their Hire the Future program, Trade Act Programs, employers to provide fidelity bonding for at-risk employees, and Rapid Response services for employers planning or going through a layoff.

IDES is a core partner and is a One Stop Operator at the Workforce Connection with Rock River Training Company and Rock Valley College. IDES actively participates with partners to integrate services in the One-Stop System and provides job search assistance and referrals to other services as needed.

**IX. Member Comments:** Karen Brown wanted to inform the board members that Executive Committee is charged with and does perform the duty of reviewing the Executive Directors performance. That performance review was completed recently.

Sam Schmitz informed the group that House Bill 2527, sponsored by Representative Joe Sosnowski , was going before a committee of the Illinois General Assembly. The bill amends the School Code, authorizing eligible applicants (defined as a non-profit entity in partnership with a regional superintendent of schools, the chief administrator of an intermediate service center that has the authority to issue a high school diploma, or the Chicago school district) to design a high school diploma program for adult learners. This bill will help with the effort Goodwill of Northern Illinois has put forth to establish an Excel Center in Rockford. Sam asked if he could forward a witness slip to the board members to support the bill to the committee. It was agreed that he could.

Winnebago County Chairman Frank Haney asked for feedback from board and community members on how host fees that the county receives for trash handling could be allocated.

Linda Campos asked the Director of Rock Valley College Refugee & Immigrant Services what she has observed regarding the current climate of immigration reform. Amy Heilman stated that there is currently a 120 day stoppage on new refugees. She explained that organizations that primarily focus on resettlement are experiencing the largest effect of this. People are concerned about family reunification. The programs Citizenship program has been inundated and every appointment through May has been booked.

**X. Public Comments:** None

**XI. Adjournment:** 9:07 am

Respectfully submitted,

Cathy Cornelius

Date: March 8, 2017

Included in Meeting Packet  
NIWA Meeting Minutes (February 7, 2017)  
CEO Meeting Minutes (December 6, 2017)  
Youth Council Report  
Financial Reports January 31, 2017