

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

Tuesday, April 4, 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.

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

II. Board Members Present (23): Karen Brown, Todd Cagnoni, Linda Campos, Michelle Cassaro, Gary Evans, Dr. Lori Fanello, Pamela Fettes, Jerry Guinane, Bob Guirl, Brian Halsted, Greg Harle, Tim Hood, Vanessa Hughes, Dr. Doug Jensen, Paul Logli, Amy Ott, Frank Rotello, Crystal Soltow, Sam Schmitz, Amanda Smith, Craig Steege, Mark Stefanic, Dave Young

CEO Members Present (4): Larry Morrissey (City of Rockford), Ken Terrinoni (Boone County), William 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, Thomas Bona, Ted Duckett, Jessica Gonzales, Kim Haley, Jeff Hefty, Kerry Knodle, Jim Snider, Mike Williams, Dan White

III. TWC Board Chair Comments: Karen Brown wanted to give Mayor Morrissey special recognition for his leadership to the Rockford community and The Workforce Connection Board. He has been a great servant and it truly appreciated. Karen shared some fun facts on Mayor Morrissey's time as Mayor of Rockford and a Chief Elected Official of The Workforce Connection Board. She then presented the Mayor with an award from the Board. Mayor Morrissey thanked the Board for the honor and privilege to serve The Workforce Connection Board and commented on the important work the Board has done over the years he has served and he will be sure to share with the new mayor how important this board is to the community.

IV. Approval of Consent Agenda:

- **TWC Board and CEO Meeting Minutes (3/7/2017)**
- **One-Stop Operation Management Council Report**

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| TWC Board Motion: | Ott | Second: | Smith | Approved |
| CEO Motion: | Terrinoni | Second: | Hadley | Approved |

V. Finance Committee/Finance Reports – February 2017:

Shelly Cassaro, Chair of the Finance Committee reported that the Combined % Expenditures Related to Training for the Adult and Dislocated Worker Programs was at 44%, up from the previous month and on target to meet year end goals and the Youth Program was at 22.2% is also up from the previous month. Currently the Youth program is working on recruitment to raise youth levels by July 1.

The percentage of Funds Encumbered for the Adult funding stream is at 102.1% and for the Dislocated Worker funding stream is 85.7%. There will be a budget modification forthcoming to transfer about \$200k from DWP to Adult because the trend is now there are less dislocated workers but the data that the budget is based on is 2 years old so we do have the authority to transfer up to 50% of the funds between funding streams. May be next month, but we are waiting on more information to come in on next year's budget because there is a budget proposal by the president that will affect our funding. There may be a 20-25% reduction to funds and also they

are targeting the partner programs; National Migrant Workers, Older Worker Program and CSBG to be zeroed out.

The participant service levels for both Adult and Dislocated Worker are both on target. Adult is a little lower but the goal is not a performance goal and the important thing is that we are providing the training that is necessary even if it is a little more expensive, we are receiving the value of the training.

During the Finance Committee meeting Rock River Training's Financial Report and Audit was reviewed. As always, they had a clean audit; there were no significant changes in the finances and the auditors were very complimentary of Dan's organization and financial records.

VI. Regional and Local Plan Revisions:

Approve revisions to the Northern Stateline Economic Development Regional Plan and Local Workforce Area Plan (Boone, Winnebago and Stephenson Counties) outlining strategies, goals, and implementation actions to align and coordinate workforce development, economic development and education as required in the Workforce Innovation and Opportunity Act (WIOA).

The Northern Stateline Economic Development Regional Plan (Boone, Winnebago, Stephenson, and Ogle counties) and the Local Workforce Area Plan were developed in accordance the State guidelines and submitted to the Governor in July 2016, prior to the issuance of final WIOA regulations. The Plans were approved; however revisions to meet requirements of the final regulations are needed for the 2017 submission. Revisions to the Regional Plan include:

- Identifying participating parties for each goal and activity;
- Further detail on knowledge and skills levels for English Language Learners;
- Additional detail on employer-led partnerships (TPM in Manufacturing and Health Care Collaborative);
and
- Description of core partners work with economic development.

The overall format for the Local Plan changed and the required revisions include:

- Further detail on programmatic and physical accessibility; and
- Additional detail on provision of integrated services to target and priority populations.

Note: The Regional Plan and Local Plan are available for review at www.theworkforceconnection.org

A matrix of the goals and strategies was developed and shared with the Board members and CEOs.

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| TWC Board Motion: Hood | Second: Rotello | Approved |
| CEO Motion: Hadley | Second: Terrinoni | Approved |

VII. One-Stop Operator / Career Services Provider:

Approve, as recommended by the Proposal Evaluation Team, a sub-award to Rock Valley College, Employment Grants Division, as the lead entity for the consortium (RVC/Goodwill Industries of Northern Illinois/IL Department of Employment Security) proposal submitted in response to the RFP for One-Stop Operator and WIOA Title I Career Services for Adults and Dislocated Workers in the estimated amount of \$1,798,033 for a performance term of July 1, 2017 through June 30, 2018, with the option for extension up to three additional years based upon performance. The final amount of the sub-award is contingent upon successful negotiations to establish operational and performance benchmarks to be reported over the performance period.

Background and steps of the proposal process was given to the group. Four proposals were received. Those proposing were Dynamic Workforce Solutions - a Wisconsin-based company

with a sub-contract with Rock River Training Corporation, National Able Network - a Chicago-based company, ResCare Workforce Services - a Kentucky-based company and consortium proposal of Rock Valley College/Goodwill Industries of Northern Illinois/IL Department of Employment Security. All proposals were evaluated by a team of Board members and staff, with a consensus score given to each proposal.

Board members who were a part of the Review team commented that it was a good process and the group was solid with the outcome of the process. The Boone County CEO commented that he thought it was a good and transparent process and he concurs with the Review team's decision. Mayor Morrissey asked Darcy to explain how the recommended vendor will be held accountable to the performance goals of the proposal. Rock Valley College will be the lead of the consortium and the contract will be with them. The members of the consortium have a memorandum of understanding between them and will all be a part of the negotiation process. Mayor Morrissey recommended that they have a targeted initiative, with regard to technology, and the one-stop operator be held accountable to lead the initiative. Benchmarks need to be established and tracked and easily presented to the Board and CEOs. Craig Steege also wanted the group to know that branding will be a part of the negotiations and that everything will be branded to The Workforce Connection. Linda Campos expressed a concern of the consortium serving targeted populations and it was answered that there are performance goals in the proposal regarding serving targeted populations. Paul Logli commented that it is really important to have established benchmarks and communicate the outcomes to the Board to keep the Career Service provider accountable. Chairman Haney asked for an overview of the benchmarks at the next meeting.

Abstentions: Amanda Smith, Brian Halsted, Dr. Doug Jensen, Sam Schmitz

TWC Board Motion: Ott
CEO Motion: Hadley

Second: Fettes **Approved**
Second: Terrinoni **Approved**

VIII. Talent Pipeline Management for Manufacturing Update:

Enter into a Memorandum of Understanding (MOU) with the Rockford Area Chamber of Commerce, the Northwest Illinois Development Alliance, the Rockford Area Economic Development Council, Alignment Rockford, Growth Dimensions serving Belvidere and Boone County, and NCI Works to establish a formal partnership to provide management support for a new employer collaborative using the Talent Pipeline Management (TPM) model for manufacturing occupations in Boone, Winnebago, Stephenson, and Ogle Counties.

Because the agreement is not in final form, it was asked that this action be tabled until the next meeting and Darcy will work with Diana with NIU to get it in final form.

IX. Soft Skill Supervisor and Career Coach Training Project:

Authorize a contract award, not to exceed \$8,500, to MDM Consulting to develop assessments and training modules addressing foundational and soft/essential skills to prepare front line supervisors and career coaches to address workplace behaviors to employees and potential employees. This contract will be funded by a Sector Partnership National Emergency Grant that The Workforce Connection was awarded for \$10,505.00 with up to \$10,000 to be used for validating and certifying soft skill training with front line supervisors and career coaches and \$500 to be used for the community case management training initiative.

Paul Logli asked if MDM was a local group and who the principal was. It was answered that yes it is local and Mike Mastroianni is the principal.

TWC Board Motion: Fanello
CEO Motion: Terrinoni

Second: Steege **Approved**
Second: Haney **Approved**

X. Member Comments: Amanda Smith commented that the consortium is excited for this incredible opportunity and very excited to be able press the reset button to be able to look at the momentum of some of the partners in the community as well as national best practices. They came to this proposal looking at what is best for the community.

Sam Schmitz thanked the Board members and CEOs and expressed that they feel the weight of this responsibility.

Dr. Doug Jensen thanked the Review Team and the Board for the work they put into the process and for the opportunity for this humbling opportunity.

Bob Guirl asked for a presentation on the Goodwill proprietary tools and a periodic update on how those tools are being used.

XI. Public Comments: Mike Williams thanked the Board and CEOs for the 33 years that RRTC has been able to provide to the community their connection to workforce development. He also expressed concern with the process and was disappointed that none of the board members asked how this will effect RRTC. He felt that his questions weren't answered regarding RRTC's role as fiscal agent. RRTC is a 501c3 and would want to play a role and he feels that the decision has been mostly made to exclude RRTC.

XII. Adjournment:
Motion to adjourn at 9:18am.

TWC Board Motion: Ott
CEO Motion: Haney

Second: Fettes **Approved**
Second: Terrinoni **Approved**

Respectfully submitted,

Cathy Cornelius

Date: April 19, 2017

Included in Meeting Packet
NIWA Meeting Minutes (March 7, 2017)
CEO Meeting Minutes (March 7, 2017)
One-Stop Operations Management Council Report
Regional and Local Plan Revisions (Action Item)
One-Stop Operator/Career Services Provider (Action Item)
Talent Pipeline Management for Manufacturing Memorandum of Understanding (Action Item)
Soft Skill Supervisor and Career Coach Training Project Development Contract (Action Item)