

**MEETING OF THE  
The Workforce Connection Board**

(The Workforce Innovation Board serving Boone, Winnebago and Stephenson Counties)

*Tuesday, November 7, 2017*  
Regional 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 8:051 a.m.
- II. Board Members Present (24):** Eric Black, Karen Brown, Nathan Bryant, Todd Cagnoni, Linda Campos, Gary Evans, Dr. Lori Fanello, Pamela Fettes, Einar Forsman, Dr. Daniel Grohens, Bob Guirl, Brian Halsted, Greg Harle, Tim Hood, Vanessa Hughes, Dr. Doug Jensen, Paul Logli, Amy Ott, James Pirages, Jordan Priest, Frank Rotello, Sam Schmitz, Craig Steege, Mark Stefanic,
- Board Members Absent(10):** Michelle Cassaro, Alan Golden, Candice Goodpaster, Jerry Guinane, June Hazzard, Amanda Smith, Crystal Soltow, Dr. Rudy Valdez, Kimberly Wichman, Dave Young
- Staff Present:** Darcy Bucholz, Cathy Cornelius, Mike Johnson, Valerie Johnson, John Strandin
- Guests and Partner Staff Present:** Tom Austin, Ted Duckett, Tabitha Endres-Cruz, Courtney Geiger, Kim Haley, Jeff Hefty, Amy Heilman, Scott Haugh, Dan White,
- III. Introduction / Welcome New Members** The chair welcomed Nathan Bryant, Einar Forsman and Alan Golden as new members to the Board.
- IV. American Legion Employment Service Award to The Workforce Connection**  
The Workforce Connection was nominated by Scott Haugh and awarded the 2017 Economic Commission Certificate of Recognition Employment Service Award for outstanding and distinguished service by providing job counseling, testing and employment opportunities for unemployed and underemployed veterans and contributing to the Economic Programs of The American Legion.
- V. Approval of Consent Agenda:**
- Meeting Minutes TWC Board – 08/01/2017
  - Committee Reports:
    - a. One-Stop Operations Management Council (including eligible training program approval)
    - b. Executive Committee
    - c. Youth Council
    - d. Employer & Public Engagement Committee
- Motion:** Harle                      **Second:** Hood                      **Approved**
- VI. Updates from the Chair:**
- Executive Director Search – Karen Brown reported that the Search Committee has been working with The Workplace Staffing agency on finding a candidate to fill the Executive Director position that will be vacated by Darcy Bucholz on December 15, 2017. Currently the vetting process has produced one candidate that has been interviewed by the committee as well as staff of The Workforce Connection. This candidate will be meeting with the Chief Elected Officials in a week or so.
  - Board Development – Karen Brown brought the idea to the other members of having an agenda item at each meeting that addresses Board development in relation to the mission statement.
- VII. Technical Changes – Partner MOU:**

At the end of September 2017, workforce areas in Illinois were notified that technical changes were required for approval of the MOU. Technical changes required for The Workforce Connection MOU are as follows, and are identified in the MOU attached in “track changes”:

- Section 6 (pages 6-7) – Each partner program must specify how services will be integrated, such as co-enrollment, referrals, etc. to demonstrate a commitment to integration.
- Section 11 (page 13) – More fully describe how required partners will share data, which can include how information flows between required partners and the local board.
- Section 13 (page 16) – Revise amendment procedures to include procedures for amending the MOU to incorporate the final approved budget on an annual basis, and resolving any disputes that evolve after the agreement is reached.

The Inter-Agency Team provided sample language for the sections of the MOU identified above. The Workforce Connection MOU, as presented in “track changes”, includes the revisions as requested and incorporates the language suggested by the Inter-Agency Team.

The term of the MOU remains July 1, 2017 through June 30, 202; and the cost allocation / sharing remains the same as originally submitted for the first year. Cost allocation / sharing is negotiated annually.

**Motion: Jensen 2<sup>nd</sup>: Logli Approved**

**VIII. Finance Committee Report:**

- September 30, 2017 Financial Report – Amy Ott reported in the absence of Committee Chair Michelle Cassaro. She reported that due to the transition to a new One-Stop Operator consortium; the September 30, 2017 Financial Report contains a lot of estimates because of reporting issues but are expected to have better numbers by October report. Currently the Combined % of Expenditures Related to Training are at 40.5% for Adult and Dislocated Worker and 18.0% for Youth. Enrollments are very low based on a variety of factors. The programs are looking at alternate ways to grow enrollment.

**Motion: Harle Second: Stefanic Approved**

- SupplyCore Database Service Agreement Renewal – Approve the annual license renewal and service agreement with SupplyCore, Inc. (d/b/a MPOWER) in the amount of \$1500 for the term of October 1, 2017 through September 30, 2018 to provide the database application used to register customer of The Workforce Connection Centers.

*Mark Stefanic abstained because he is employed by SupplyCore*

**Brought forward by the Finance Committee for approval. Approved**

- The Workplace, Inc. Agreement Ratification – Ratify the approval of the agreement with The Workplace, Inc. in the amount of \$5,000 for the recruitment, screening and selection consulting services for the Executive Director Search.

**Brought forward by the Finance Committee for ratification. Approved**

**IX. Performance Accountability Committee Report/Metrics:**

Tom Austin gave a review of the Environmental Scan showing the landscape of the labor force in our region as it relates to employment and career sectors. Darcy then showed the dashboard and gave background information of what is being reported and why. She also explained areas that will be further developed. A breakout of each training sector; Adult, Dislocated Worker and Youth; was reviewed with the group. This information will be shared with the Board as an oversight tool. This dashboard and information is also helpful to the operators to measure effectiveness.

**X. TWC Board Annual Meeting Follow-Up Discussion:**

Karen asked the group for any feedback on the annual meeting and shared that a workgroup has been meeting to vet out the suggestions from the breakout sessions. The key themes of the breakout sessions were: Communication/Branding, Business/Employer Engagement and Alignment and leveraging resources.

- XI. Announcements:** None
- XII. Public Comments:** None
- XIII. Adjournment:**  
Motion to adjourn at 9:29 am.

**Motion:            Logli                    Second:            Fanello                    Approved**

Respectfully submitted,  
Cathy Cornelius

Date: November 8, 2017

Included in Meeting Packet  
TWC Meeting Minutes (August 1, 2017)  
Committee Reports  
September 30, 2017 Financial Reports (TWC Board Action Item)  
SupplyCore Database Service Agreement Renewal (TWC Board Action Item)  
The Workplace, Inc. Agreement Ratification (TWC Board Action Item)