

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

Tuesday, May 2, 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 8:03 a.m.

CEO Meeting Call to Order: Todd Cagnoni of the City of Rockford called the Chief Elected Officials meeting to order at 8:04 a.m.

- II. Board Members Present (20):** Eric Black, Karen Brown, Todd Cagnoni, Linda Campos, Michelle Cassaro, Gary Evans, Dr. Lori Fanello, Pamela Fettes, Dr. Daniel Grohens, Brian Halsted, Dr. Doug Jensen, Paul Logli, Brad Long, Amy Ott, Frank Rotello, Sam Schmitz, Amanda Smith, Craig Steege, Mark Stefanic, Dave Young

CEO Members Present (4): Todd Cagnoni (City of Rockford), Ken Terrinoni (Boone County), William Hadley (Stephenson County), Frank Haney (Winnebago County)

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

Guests and Partner Staff Present: Tom Austin, Kathy Bellone, Jeff Hefty, Amy Heilman, Howard Spearman, Mike Williams, Dan White

- III. TWC Board and CEO Meeting Minutes April 4, 2017:** Karen asked for any additions or extractions and seeing none requested a motion to approve.

TWC Board Motion:	Smith	Second:	Halsted	Approved
CEO Motion:	Boone	Second:	Stephenson	Approved

- IV. Finance Committee Report:**

- a. **Financial Reports:** Amy Ott directed the group to the Financial Report as of 3/31/2017. She reported that everything is trending as expected. A budget modification is needed to move funds from the Dislocated Worker funding stream to the Adult Funding stream to correct some of the overages reported in encumbered funds. We are currently meeting all of our goals related to training costs and participant service levels, and expect to continue to meet all goals.
- b. **Budget Modification:** The budget for program year 2016 (July 1, 2016 – June 30, 2017) was developed and approved by the Board and CEOs in May 2016. A budget modification is completed during the program year to accurately account for carry-in revenue from the prior year and identify any additional transfer of funds between the WIOA Title 1 funding streams. The PY 2016 budget modification as proposed will:
- Adjust budget line item and funding categories to reflect actual versus planned carry-in funding from PY 2015;
 - Reduces staffing budgets for Board staff, Rock River Training Corporation and Rock Valley College to reflect staffing changes that have occurred;
 - Reduces sub-contract budgets based upon their budget modification reflecting actual and projected spending through the end of the program year;
 - Adjusts the budget for actual training cost as known through mid-April 2017;
 - Transfers \$200,000 in funding from the WIOA Title 1 Dislocated funding stream to the adult funding stream to accommodate the additional adults seeking services and the cost of their training*; and

- Reduces the overall revenue for PY2016 by \$225,838 because of less carry-in funding from PY2015.

This budget modification retains the percentages for expected training expenditures and work-based learning.

TWC Board Motion: Fanello **Second:** Fettes **Approved**
CEO Motion: Boone **Second:** Stephenson **Approved**

c. CEO Designation of RRTC Fiscal Agent PY2017 (July 1, 2017-June 30, 2018):

WIOA allows the Chief Elected Officials to designate a fiscal agent to manage the WIOA funds received by a workforce area. Rock River Training Corporation has served in this capacity and been the designated fiscal agent for over 30 years. Rock River Training Corporation’s performance as fiscal agent has been exceptional. Rock River Training has also provided direct services in the local workforce area; however the agency will not be providing direct services for WIOA starting July 1, 2017.

The Fiscal Agent functions are identified in the current *Fiscal Agent Agreement*. In addition, Rock River Training has also provided IT services for Board staff, RRTC staff, and the Resource Area of The Workforce Connection Centers. RRTC is also the lease holder for the three facilities.

RRTC has presented a projected budget to The Workforce Connection Board Finance Committee for the continuance of these services. The projected cost for providing the fiscal services in PY2017 is consistent with current costs.

It is the recommendation of the Finance Committee and Board staff to continue the designation of RRTC as Fiscal Agent for PY2017. It is also recommended that the *Fiscal Agent Agreement* be revised and updated to reflect the IT and lease holder services provided. PY2017 will provide an opportunity for RRTC to identify other opportunities for program services and provides an opportunity for the Board, CEOs and Grant Recipient to identify options should a change be deemed necessary by either party.

CEO Motion: Boone **Second:** Stephenson **Approved**

d. TWC Board Staffing: Grants Compliance Specialist- Program oversight, compliance monitoring and technical assistance for sub-recipients is a responsibility of the Workforce Board and CEOs under the Workforce Innovation and Opportunity Act (WIOA).

Currently the Board staff does not have the capacity to handle these activities within the current staffing structure. Establishing a Grant Compliance Specialist position will provide the staffing resources to accomplish the monitoring and compliance activities; provide on-going program oversight and technical assistance as needed; and work with the Board, service providers and partners to identify reporting protocols for integrated service delivery. Having this position with the Board staff ensures the separation from direct program delivery.

The actual pay range for the position will be determined in accordance with City of Rockford pay bands. The annual pay range is anticipated to start in the high \$40,000s. The budget impact is neutral at this time because one business Account Manager position is vacant.

TWC Board Motion: Finance Committee **Second:** Stefanie **Approved**
CEO Motion: Winnebago **Second:** Stephenson **Approved**

V. Update – WIOA Transition: Darcy presented the group with a chart showing the WIOA Implementation Actions showing the status of these actions indicating that we are on track to

meet the target date of July 1, 2017. Currently we are working on the One-Stop Certification. The Board has established a Certification Review Team. Four board members have indicated their interest in participating on the team. Other are certainly welcome if interested. The review team will do a walk-through around the 24th or 25th of May. They will bring forward a recommendation at June meeting. Next up will be contract negotiations and this will also be presented at the June meeting.

A Performance Accountability Committee will be formed to track benchmarks and establish a reporting dashboard. Bob Guirl has agreed to chair the committee. Common reporting from the four core partners will be reviewed by this committee. Sign-up sheets were passed around for members interested in participating on the committee.

VI. Talent Pipeline Management for Manufacturing Update:

Dave Young reported that the manufacturers met with the Education and Training providers and opened the discussion regarding basic competencies for entry-level positions. The next meeting will be May 19th and will focus on how the manufacturers will work with the providers.

VII. Member Comments:

Pam Fettes shared that Growth Dimensions will co-host a symposium along with RAEDC and Congressman Adam Kinsinger's office on May 12th for suppliers to interview with FCA.

Amanda Smith invited all to the GED/HSE Graduation to be held at 6pm on May 11th at the Physical Education Center at Rock Valley College.

Brad Long shared that the Building Trades and Representative Latica Wallace will host a round table to encourage minority participation in the building trades at 10am on May 13th at the Labor Temple.

VIII. Public Comments: None

IX. Adjournment:

Motion to adjourn at 8:40 am.

TWC Board Motion: Ott
CEO Motion: Stephenson

Second: Steege
Second: Boone

Approved
Approved

Respectfully submitted,

Cathy Cornelius

Date: May 23, 2017

Included in Meeting Packet
NIWA Meeting Minutes (April 4, 2017)
CEO Meeting Minutes (April 4, 2017)
Financial Report as of 03/31/2017
Budget Modification (TWC Board & CEO Action Item)
RRTC Fiscal Agent PY 2017 (CEO Action Item)
TWC Board Staffing: Grants Compliance Specialist (TWC Board & CEO Action Item)