

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

Tuesday, June 6, 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 8:07 a.m.

CEO Meeting Call to Order: Mayor McNamara of the City of Rockford called the Chief Elected Officials meeting to order at 8:07 a.m.

II. Board Members Present (22): Eric Black, Karen Brown, Todd Cagnoni, Michelle Cassaro, Gary Evans, Dr. Daniel Grohens, Jerry Guinane, Bob Guirl, Brian Halsted, June Hazzard, Vanessa Hughes, Dr. Doug Jensen, Brad Long, Amy Ott, James Pirages, Jordan Priest, Frank Rotello, Sam Schmitz, Amanda Smith, Craig Steege, Rudy Valdez, Dave Young

Board Members Absent(10): Linda Campos, Dr. Lori Fanello, Pamela Fettes, Candice Goodpaster, Greg Harle, Tim Hood, Paul Logli, Crystal Soltow, Mark Stefanic, Kimberly Wichman

CEO Members Present (4): Mayor Thomas McNamara (City of Rockford), Chairman Karl Johnson (Boone County), Chairman William Hadley (Stephenson County), Chairman Frank Haney (Winnebago County)

CEO Members Absent(0): None

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

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

III. Approval of Consent Agenda:

- Meeting Minutes TWC and CEO Board – 05/02/2017
- Committee Reports

TWC Board Motion:	Cagnoni	Second:	Pirages	Approved
CEO Motion:	Winnebago	Second:	Stephenson	Approved

IV. Finance Committee:

- **04/30/17 Financial Reports:** Michelle Cassaro directed the group to the page showing Expenditures by Grant/Funding Stream and reported that the Combined % of Expenditures Related to Training for the Adult and Dislocated Worker funding streams was at 42.2%

TWC Board Motion:	Finance Committee	Second: Ott	Approved
CEO Motion:	Winnebago	Second: Stephenson	Approved

- **Policy Modifications:**

- **Conflict of Interest Policy**
The Workforce Innovation and Opportunity Act (WIOA) and the Uniform Guidance provide additional requirements for declaring Conflict of Interest by members of Governing Boards. The proposed modifications to the Conflict of Interest Policy:
 - Incorporates language used in WIOA and the Uniform Guidance;
 - Identifies procedures for Board Members to publically declare conflicts prior to any discussion of an agenda item and state reasons for the conflict; and
 - Emphasizes the importance of disclosure forms being collected annually.
- **Procurement Policy**
 - The modification to the Procurement Policy includes a statement addressing conflict of interest and a reference to the Conflict of Interest Policy.
- **Individual Training Account Policy**
 - The modification to the ITA Policy includes a procedure to be implemented immediately for training customers to research and select training offered by multiple providers without undue influence from Career Planners regarding any specific school. This procedure emphasizes “customer choice”.

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

- **MDM Consulting Contract Modification:** Authorize a contract modification to the current agreement with MDM Consulting to increase the contract by \$1,000 (from \$8,500 to \$9,500) for the purpose of adding an additional train the trainer module and provide training specific to presentation skills for the instructors. This project is funded through Sector Partnership Grant. Additional funds are available in this grant to cover the additional module and training.

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

Sub-Award Agreements:

1. **Agreement Extension – Authorize the extension of a sub-award agreement with Rock Valley College, Employment Grants Division for July 1, 2017 through June 30, 2018 for the provision of WIOA Elevate Youth services in Boone and Winnebago Counties as the Coordinating Entity at a budget amount of \$445,103 for operating and service costs and \$237,592 for work-based learning (work experience) for a total of \$682,695 for PY2017 to serve 357 eligible youth (51 in-school; 306 out-of-school).**

Abstentions declared by Amanda Smith and Dr. Douglas Jensen both reasons being that they are employed by Rock Valley College.

TWC Board Motion: Finance Committee **Second:** Valdez **Approved through Voice Vote**
CEO Motion: Finance Committee **Second:** Winnebago **Approved through Voice Vote**

2. **Agreement Extension – Authorize the extension of the sub-award agreement with the YMCA of Rock River Valley for July 1, 2017 through June 30, 2018 for the provision of WIOA Elevate Youth services in Boone and Winnebago Counties as the Educational Services Provider at a budget amount of \$184,795 for PY2017.**

Abstentions declared by Amanda Smith and Dr. Douglas Jensen both reasons being that they are employed by Rock Valley College who is the coordinating entity. Abstention was declared by Amy Ott because she is a board member of the YMCA.

TWC Board Motion: Finance Committee Second: Hazzard Approved through Voice Vote
CEO Motion: Finance Committee Second: Boone Approved through Voice Vote

- 3. Agreement Extension – Authorize the extension of the sub-award agreement with Goodwill Industries of Northern Illinois for PY17 (July 1, 2017 to June 30, 2018) for the provision of WIOA Elevate Youth services in Boone and Winnebago Counties as the Career Exploration and Work Readiness Programming Provider at a budget amount of \$68,645.**

Rock Valley College, Goodwill Industries and the YMCA work in partnership to provide the WIOA Elevate Youth services in Boone and Winnebago Counties for eligible youth ages 16 to 24. WIOA places a focus on serving out-of-school youth, primarily those who have not attained a high school diploma. From July 2016 through April 2017, 291 youth have received services; 97 out-of-school youth have attained their high school equivalency credential; 183 youth have completed career readiness; and 48 have participated in subsidized work experience. The program continues to meet the required service levels and federal/state performance goals.

Abstentions declared by Sam Schmitz because he is employed by Goodwill of Northern Illinois.

TWC Board Motion: Finance Committee Second: Halsted Approved through Voice Vote
CEO Motion: Finance Committee Second: Boone Approved through Voice Vote

- 4. Agreement Extension – Authorize the extension of a sub-award agreement with the Regional Office of Education (ROE 8) in Stephenson County for WIOA Youth Services (In-School and Out-of-School) in the amount of \$83,932 to serve a total of 43 youth (35 out-of-school and 8 in-school) for Program Year 2017.**

An additional amount of \$17,673 reserved for work experience, tuition/books/etc., and WorkKeys testing costs as a line-of-credit paid directly by the Fiscal Agent.

Carroll-JoDaviess-Stephenson Regional Office of Education has successfully provided WIOA Elevate Youth services in Stephenson County since PY14. ROE partners with Highland Community College to provide the High School Equivalency instruction for out-of-school youth in its regular Adult-Education-funded GED classes and Freeport School District for tutoring and career exploration for in-school youth. ROE staff also provides work readiness training and develops WIOA funded work experience opportunities for both in-school and out-of-school youth. The program continues to meet the required service levels and performance expectations. July 2016 through April 2017, 50 youth have received services; 14 youth have attained their high school equivalency credential; and 8 youth have participated in subsidized work experience.

TWC Board Motion: Finance Committee Second: Pirages Approved through Voice Vote
CEO Motion: Finance Committee Second: Winnebago Approved through Voice Vote

- 5. Agreement Extension – Authorize the extension of the contract agreement with RVC Adult Education and Literacy for Basic Skills Upgrading/High School Equivalency Preparation for PY 2017 (July 1, 2017-June 30, 2018). (\$408.31 per session per student and \$81-\$106 for books per student)**

As the result of a Request for Bids issued in 2015 for the provision of Basic Education Upgrading / High School Equivalency Preparation instruction for WIOA participants, RVC's Adult Education and Literacy Center was selected as the service vendor. Classes are held Mondays -Thursdays at The Workforce Connection - Rockford, 4 hours per day. At any one time, approximately 8-15 students are in a class. Additional classes are conducted when needed.

Costs:

One session = 64 hours of instruction (class: 16 hours of instruction per week for four week)

	Initial Enrollment	Re-Enrollment
Tuition (per session per student)	\$ 408.31	\$ 408.31
Fees – Student Assessment	N/A	N/A
Cost per Session per Student	\$ 408.31	\$ 408.31

The Adult Education Center will contribute a total of \$3,266.48 to fund the first eight (8) Program Year 2017 students at no charge to the WIOA. Average cost of books: \$81-\$106 per student.

These Basic Skills classes are available to upgrade academic skills for the purpose of enrolling in occupational skills training classes and programs, upgrading academic skills to meet employment standards, or high school equivalency preparation. From July 2016 through April 2017, 49 individuals have participated in the class sessions.

- 27 have recorded grade gains in reading;
- 29 have recorded grade gains in math;
- 3 have attained their high school equivalency credential;
- 9 have completed and moved on to advanced training; and
- 10 have entered employment.

Abstentions declared by Amanda Smith and Dr. Douglas Jensen both reasons being that they are employed by Rock Valley College.

TWC Board Motion: Finance Committee Second: Steege Approved through Voice Vote
CEO Motion: Finance Committee Second: Stephenson Approved through Voice Vote

6. **Agreement Extension – Authorize the extension of the sub-award with Rock Valley College Refugee and Immigrant Services for PY 2017 (July 1, 2017 to June 30, 2018), to provide pre-vocational skills training, work-based learning opportunities and job placement services for English Language Learners in Boone, Winnebago and Stephenson counties for an estimated 40 WIOA eligible English Language Learner adults with a budget of \$71,820.**

An additional amount of \$30,000 reserved for On-the-Job training paid directly by the Fiscal Agent.

As the result of a competitive procurement process in 2016, Rock Valley College Refugee & Immigrant Services was selected to provide services for Adult English Language Learners in Boone, Winnebago and Stephenson counties. General services include prevocational skills training, work-based learning opportunities, and job placement services for individuals with substantial language or cultural barriers. The program provides work readiness skills training; special workshops on various job-search related topics; job placement assistance, including On-the-Job Training (OJT); and case management, counseling, and referrals to additional training/community services as appropriate.

From July 2016 through April 2017, 32 individuals have enrolled in the program. Seventeen (17) have entered employment; and nine (9) have participated in WIOA funded On-the-Job Training at job placement.

Abstentions declared by Amanda Smith and Dr. Douglas Jensen both reasons being that they are employed by Rock Valley College.

TWC Board Motion: Finance Committee Second: Ott Approved through Voice Vote
CEO Motion: Finance Committee Second: Winnebago Approved through Voice Vote

7. Agreement Extension - Approve an extension of the agreement with Rock Valley College Continuing Education for PY17 (July 1, 2017 to June 30, 2018), to provide workshops and services through *Employment Transitions* programming for WIOA and Trade participants with a budget of \$49,800.

Rock Valley College Continuing Education has been providing an *Employment Transitions* course and related workshops for program participants as a result of competitive procurement in 2014. The agreement was extended for PY2015 and PY2016 and is recommended for an additional extension for PY2017 with a reduction in service provision and a budget reduction. This program provides WIOA Adults, Dislocated Workers and Trade Act participants with soft skills training and resources that will enhance their job search through workshops and networking sessions; individual coaching for job placement assistance; and proctors WorkKeys testing for *Employment Transitions* participants.

From July 2016 through April 2017, *Employment Transitions* has served 307 program participants in the following activities:

- 129 Employment Transitions Class
- 68 Computer Skills Class for Job Search
- 63 Soft Skills Class
- 22 Work Keys Assessments
- 25 Individual Coaching appointments

Participation in the activities has been less than anticipated or desired. As a result of discussions with the new One-Stop Consortium representatives, we are requesting an extension to the agreement, but reducing the available staff time for activities from full-time to part-time (1300 hours over 12 months) and reducing the agreement funding from \$103,468 to \$49,800. The classes and services will

continue to be available, but with additional coordination and planning around scheduling to ensure capacity with class attendance.

Abstentions declared by Amanda Smith and Dr. Douglas Jensen both reasons being that they are employed by Rock Valley College.

TWC Board Motion: Finance Committee Second: Rotello Approved through Voice Vote
CEO Motion: Finance Committee Second: Stephenson Approved through Voice Vote

8. Authorize Agreement – Authorize a Sub-Award to Rock Valley College Employment Grants Division (including a sub-award to Goodwill industries) in the amount of \$1,500,000 to provide One-Stop Operator and Career Services for Adults and Dislocated Workers for PY17 (July 1,2017 through June 30, 2018).

Rock Valley College, Goodwill Industries of Northern Illinois, and the Illinois Department of Employment Security were selected as the One-Stop Operator Consortium and Adult and Dislocated Worker Career Service under WIOA Title 1. \$1,500,000 is 92% of funds requested in the proposal submitted by the Consortium.

Basic career services will be made available to all individuals seeking assistance (approximately 4,000 individuals per quarter). In addition, individualized career services and connection to training services will be provided for 900 individuals.

Benchmark	Activity	Program	State Goal	Our Goal
Entered Employment	<ul style="list-style-type: none"> Job Readiness/Soft Skill training Occupational Skills Training Job Placement and Referral/ Career Planning 	Adult	65%	70%
		DW	67%	70%
Employment Retention	<ul style="list-style-type: none"> Comprehensive Assessments - Appropriate Job Placements Continuous Follow Up Services 	Adult	62%	65%
		DW	67%	75%
Credential Attainment	<ul style="list-style-type: none"> Comprehensive Assessment and Career Planning Supportive Services 	Adult	53%	60%
		DW	42%	50%
Measurable Skills Gains	<ul style="list-style-type: none"> Ongoing career planning and case management 	Adult	TBD	
		DW		
Median Earnings	<ul style="list-style-type: none"> Comprehensive Assessments – Appropriate Job Placements Continuous Follow Up Services 	Adult	\$3000	\$3250
		DW	\$5000	\$5250

Abstentions declared by Amanda Smith and Dr. Douglas Jensen both reasons being that they are employed by Rock Valley College. Abstention declared by Brian Halsted because he is employed by

IDES. Abstention declared by Sam Schmitz because he is employed by Goodwill of Northern Illinois.

TWC Board Motion: Finance Committee Second: Steege Approved through Voice Vote
CEO Motion: Finance Committee Second: Winnebago Approved through Voice Vote

- V. **One-Stop Certification:** As recommended by the Certification Review Team, approve One-Stop Certification for The Workforce Connection – Rockford.

Abstentions declared by Amanda Smith and Dr. Douglas Jensen both reasons being that they are employed by Rock Valley College and party to the One-Stop Operator Consortium. Abstention declared by Brian Halsted because he is employed by IDES and party to the One-Stop Operator Consortium. Abstention declared by Sam Schmitz because he is employed by Goodwill of Northern Illinois and party to the One-Stop Operator Consortium.

TWC Board Motion with corrections to typographical errors:

Grohens Second: Valdez Approved
CEO Motion: Boone Second: Stephenson Approved

- VI. **One-Stop MOU and Cost Sharing:**

Approve the Memorandum of Understanding (MOU) between The Workforce Connection and Local Workforce Are 3 One-Stop Partners and cost allocation / cost sharing.

Abstentions declared by Amanda Smith and Dr. Douglas Jensen both reasons being that they are employed by Rock Valley College and party to the One-Stop Operator Consortium. Abstention declared by Brian Halsted because he is employed by IDES and party to the One-Stop Operator Consortium. Abstention declared by Sam Schmitz because he is employed by Goodwill of Northern Illinois and party to the One-Stop Operator Consortium.

TWC Board Motion: Pirages Second: Steege Approved

An abstention was declared by Todd Cagnoni and Mayor Thomas McNamara as City of Rockford employees. The City of Rockford is the WIOA grant recipient and Community Service Block Grant recipient.

CEO Motion: Winnebago Second: Boone Approved

- VII. **Talent Pipeline Management in Manufacturing:** Jordan Priest gave the group an update noting that the TPM manufacturer group met with the educators of the region to discuss their needs as employers and how educators are working to meet those needs. An Advisory group of educators was developed out of those discussions and they are meeting to discuss ways to better meet the needs of employers and increase awareness of careers in manufacturing. The Advisory group will work through the summer and bring their ideas back to the full group of manufacturers and educators in the fall.

- VIII. **Announcements:** Sam Schmitz updated the group on the transition process for the One-Stop Operator noting that Goodwill would be hiring 8 people He also noted that Al Softley did a walk-through of the Rockford Career Center looking at flow and that Goodwill will have an interior decorator design paint and signage. Next week Jeff Hefty, Valerie Johnson, Courtney Geiger and Sam Schmitz will travel to Roanoke Virginia to visit a One-Stop Center run by Goodwill Industries. It is said that this center is the most customer-centric.

On June 22nd and 23rd will be the Common Case Management training with the renowned Beverly Ford leading the training. The training is to develop better interaction between agencies

to develop smooth hand-offs for referrals. Currently there are 140 people scheduled to attend. Grant funding was secured to allow agency staff to attend; sponsoring 45 individuals to attend the training.

IX. Member Comments:

Sam Schmitz gave an update on the Excel center progress with the Illinois General Assembly. The Bill moved out of the Senate and back to the House for amendments.

Amanda Smith wanted to applaud the MOU process saying that the community is looking at this collectively. Agencies are starting to understand the process and idea of not operating in silos.

Brad Long thanked Jeff Hefty for allowing the Building Trades to speak to the counselors about opportunities for apprenticeships. He also informed the group that they will be continuing the Community Round Table on Saturday, June 10th at 10am at the Labor Temple.

X. Public Comments: None

XI. Adjournment:

Motion to adjourn at 9:16 am.

**TWC Board Motion: Ott
CEO Motion: Boone**

**Second: Valdez Approved
Second: Stephenson Approved**

Respectfully submitted,

Cathy Cornelius

Date: July 20, 2017

Included in Meeting Packet
NIWA Meeting Minutes (May 02, 2017)
CEO Meeting Minutes (May 02, 2017)
Financial Report as of 04/30/2017
Finance Committee Sub-Award Agreements (TWC Board & CEO Action Item)
Conflict of Interest Policy Modification (TWC Board & CEO Action Item)
Procurement Policy Modification (TWC Board & CEO Action Item)
Individual Training Account Policy Modification (TWC Board & CEO Action Item)
MDM Consulting Contract Modification (TWC Board & CEO Action Item)
Agreement Extension (Youth) – RVC Employment Grants Division - **TWC Board/ CEO Action Item**
Agreement Extension (Youth) – YMCA – **TWC Board/CEO Action Item**
Agreement Extension (Youth) – Goodwill Industries – **TWC Board/CEO Action Item**
Agreement Extension (Youth) – Regional Office of Education 8 - **TWC Board/CEO Action Item**
Agreement Extension – RVC Adult Basic Education Services – **TWC Board/CEO Action Item**
Agreement Extension (ELL) – RVC Refugee/Immigrant Services – **TWC Board/CEO Action Item**
Agreement Extension (Employment Transitions) – RVC Continuing Ed. - **TWC Board/CEO Action Item**
Authorize Agreement (O/S Operator and Career Services) – RVC Employment Grants Division with Sub-Award to Goodwill Industries - **TWC Board/CEO Action Item**

One-Stop Certification (TWC Board & CEO Action Item)
One-Stop MOU and Cost Sharing (TWC Board & CEO Action Item)