

**MEETING OF THE
The Workforce Connection Board**

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

Tuesday, August 1, 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 8:05 a.m.
- II. Board Members Present (21):** Eric Black, Karen Brown, Todd Cagnoni, Linda Campos, Michelle Cassaro, Gary Evans, Dr. Lori Fanello, Pamela Fettes, Dr. Daniel Grohens, Jerry Guinane, Bob Guirl, Brian Halsted, Greg Harle, Paul Logli, Brad Long, James Pirages, Frank Rotello, Sam Schmitz, Craig Steege, Mark Stefanic, Dr. Rudy Valdez
- Board Members Absent(11):** Candice Goodpaster, June Hazzard, Tim Hood, Vanessa Hughes, Dr. Doug Jensen, Amy Ott, Jordan Priest, Crystal Soltow, Amanda Smith, Kimberly Wichman, Dave Young
- 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, Patricia Young
- III. Approval of Consent Agenda:**
- Meeting Minutes TWC and CEO Board – 06/06/2017
 - Committee Reports
- TWC Board Motion: Pirages Second: Rotello Approved**
- IV. Trademark The Workforce Connection Name:**
Authorize TWC Board staff to work with Hinshaw & Culbertson to trademark *The Workforce Connection* name at a cost not to exceed \$1500. The name of the workforce board has been formally changed to The Workforce Connection, Inc. This action adds status as a 501 (c)(3) not-for-profit to the collaborative partnership and minimizes the confusion of multiple names for the service delivery system and governance board. Trademarking the name of the organization is one way to protect The Workforce Connection from being used by other organizations, either formally or informally. The estimated cost for acquiring the name trademark includes attorney hours and filing fees. Funds are available and allowable as “professional services” in TWC Board budget.
- TWC Board Motion: Valdez Second: Steege Approved**
Abstain: Jim Pirages-partner at Hinshaw & Culbertson
- V. The Workforce Connection Operations:**
Courtney Geiger, Jeff Hefty and Brian Halsted of the One-Stop Operator Consortium gave an overview of their focus and activities since July 1st. They reported that 11 new staff members have been hired and are learning their roles. The Consortium is focused on the following:
- Staff training and development is provided and tracked through an online system. Staff, depending upon roles and responsibilities, is assigned modules and management can track the completion of those activities. Also, during this transition, new staff members are assigned mentors for shadowing and training.
 - An Outreach Navigator has been added to the staff at the Freeport center.
 - Center service metrics are being developed.
 - Partnerships are developing with various agencies. DHS in Freeport will hold orientation sessions for our services. In Belvidere they are working on getting agencies to come into the Center
 - There are now workshops being held in Freeport and Belvidere for computer skills and resume writing.

- A broadened focus is on increasing business engagement. Business Team members will enroll and complete certification in Business U to ensure consistency in methods for approaching businesses.
- Increase accessibility for all customers via multiple access points, technology and program structure.

The Board members commented on their positive enthusiasm and quick integration.

VI. TWC Board's Role in the Workforce Development Network:

A handout of the 6 goals outlined in the Regional Plan with actions and responsible entities were shared with the group for discussion. The focus was on the responsibilities of the Board to have a leadership role in workforce development in the region. An assessment form was also distributed to the group and Board members were asked to rate the Board based on responsibilities as taken directly from the Workforce Innovation and Opportunity Act (WIOA).

VII. TWC Board Priorities:

An open discussion on what priorities the Board should set going forward with their work. The group said they needed to focus on the mission of the Board going forward as much time was spent on the business of the Board in recent years with the implementation of WIOA. There was discussion of a Board retreat and Karen Brown said she would reach out to the Rockford Chamber of Commerce and the Rockford Area Economic Development Council boards to discuss how to unify our work.

VIII. WIOA Compliance Information:

- **MOU Update** – with the change in administrator for Job Corps, the MOU may need to be renegotiated because they have received a waiver from DCEO.
- **Training Expenditure Requirement – IWIB Expected Action** – An action may be taken in September to raise the training expenditure from 40% to 50% retroactive to July. This will have an effect on operations because staff costs will need to be reduced. Under WIB staff, a position that was in the budget for 6 months will not be filled to help alleviate some of the staff cost burden.
- **Title II Application Review** – The Board has a responsibility to review applications for alignment with our regional and local plans. There are 4 applicants; Roosevelt, RVC Adult Ed., Highland Community College and The Literacy Council. Any Board members who would like to participate in this review process should contact Darcy Bucholz.

IX. Announcements:

Karen Brown announced that Darcy Bucholz will be retiring on December 15, 2017. The selection process for her replacement will begin soon.

Pam Fettes shared with the group that Growth Dimensions along with the Belvidere Chamber are doing outreach to businesses and also holding a forum weekly called Wired Wednesdays. All are invited to attend.

X. Public Comments: None

XI. Adjournment:

Motion to adjourn at 9:20 am.

Respectfully submitted,
Cathy Cornelius

Date: August 24, 2017

Included in Meeting Packet
TWC Meeting Minutes (June 6, 2017)
Committee Reports

Trademark The Workforce Connection Name (TWC Board Action Item)