

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

*Tuesday, June 5, 2018*  
Regional Design Center, 315 N. Main St.  
Rockford, IL

- I. Board Meeting Call to Order:** Vice-Chairman Mark Stefanic called The Workforce Connection Board meeting to order at 8:06 a.m.
- CEO Call to Order:** Mayor McNamara called the Chief Elected Officials meeting to order at 8:06 a.m.
- II. Board Members Present (17):** Eric Black, Todd Cagnoni, Michelle Cassaro, Dr. Lori Fanello, Pamela Fettes, Dr. Daniel Grohens, Bob Guirl, June Hazzard, Dr. Doug Jensen, Amy Ott, James Pirages, Frank Rotello, Amanda Smith, Craig Steege, Mark Stefanic, Jeff Zeal
- Board Members Absent(14):** Karen Brown, Nathan Bryant, Linda Campos, Candice Cavalier, Gary Evans, Einar Forsman, Alan Golden, Vanessa Hughes, Paul Logli, Jordan Priest, Crystal Soltow, Rudy Valdez, Kimberly Wichman, Dave Young
- CEO Members Present (4):** Thomas McNamara, Karl Johnson, William Hadley, Frank Haney
- CEO Members Absent (0):** None
- Staff Present:** Lisa Bly, Cathy Cornelius, Mike Johnson, Valerie Johnson, Robert Jones Jr., John Strandin
- Guests and Partner Staff Present:** Courtney Geiger, Kim Haley, Dan White,
- III. Approval of Consent Agenda:**
- a) Meeting Minutes
    - a. CEO Board – 03/06/2018 *as amended to show CEO Roll Members present & absent*
    - b. TWC Board 03/06/2018
  - b) Committee Reports:
    - a. Workforce Goal 3 – Pathways to Credentials
    - b. Employer & Public Engagement Committee (Goals 2 & 6)
    - c. Performance Accountability Committee (Goal 5)
    - d. Operations Management Council (Goal 4)
      - Authorize Eligible Training Provider Programs and Courses as approved by the Operations Management Council.
    - e. Youth Council
      - Authorize the modification to Youth Eligibility in Eligibility Policy as approved by the Youth Council.
      - Authorize ROE #8 for PY18 Elevate Stephenson WIOA Youth Services Provider Subaward Agreement as approved by the Youth Council.
      - Authorize extension of Subaward agreements for PY18 Elevate Boone/Winnebago Coordinating Entity, Education program, Career Awareness & Work Readiness.
    - f. Finance Committee

- Authorize the modification of the signature authority amount in Fiscal Policy.
- Authorize Contract Extensions for PY18 for One Stop Operator / Adult/Dislocated Worker/Trade Career Services; Youth; RVC – Refugee/Immigrant Services.
- Authorize the award of a contract to Regional Office of Education #8 for Elevate – Stephenson Youth Services.
- Authorize the award of a contract to Rock Valley College / Business & Professional Institute for Workforce Essential Skills Training.

*The following Board members abstained from the vote:*

<u>Name</u>	<u>Reason</u>
<i>Amanda Smith</i>	<i>Employed by Rock Valley College</i>
<i>Dr. Douglas Jensen</i>	<i>Employed by Rock Valley College</i>
<i>Tim Hood</i>	<i>Employed by Highland Community College</i>

**Motion: Pirages      Second: Ott      Approved**

**IV. Finance Committee Report:**

- April Financial Reports  
Shelly Cassaro, Chair reviewed the Financial Report as of 04/30/2018 with the members. She reported that the combined percentage of expenditures related to training was at 47.2% which is well over the goal of 40% and up from the previous month’s percentage of 43.5%. We have accrued a lot of costs for Incumbent Worker Training and a lot of non-traditional training started in April as well as some OJTs. The Youth percentage of expenditures related to training remained at 16.1%. There has been an increase in spending on training for youth but also increased other expenses so the percentage stayed the same. A lot of extra effort is being put forth by the training providers to increase that number. The percentage of training funds encumbered for all funding streams is good. Adult-95.8%, Dislocated Worker-77.9%, Youth-86.0%
- WIOA Program Year 2018 Allocations  
Allocations have been released and although the State of Illinois received a decrease of 6%, LWIA 3 received an increase in funds. It’s not final yet so we are not able to share the figures. It will be brought to the board in June for approval.

**V. Executive Director Report:**

Dr. Lisa M. Bly reported that this is the last meeting of PY2017 and planning has begun for PY2018 which start July 1, 2018. Lisa updated the Board & CEOs on the work that has been done.

Goal groups have been meeting for planning and now we are moving into implementation. They will share their work at the Board Retreat on June 21<sup>st</sup>.

We are working closely with the training providers to ensure that their strategies are aligned to increase the training expenditures. We will put together quarterly metrics. The intention is to be proactive and supportive. So we are all successful in LWIA 3.

TWC and RAEDC met on how they we can partner on attraction and retention efforts. We also provided Labor Market Information to assist with providing job seekers in various categories for an employer who was considering Rockford as a potential place to locate. Plans are to meet quarterly to share what each organization is hearing from employers so we can work together to address employer’s needs.

Labor Market Information (LMI) is now posted on The Workforce Connection website. This data includes Help Wanted Online report updated monthly and Unemployment & Labor Stats updated quarterly.

Employer engagement will continue with Employer Forums on a quarterly basis in Boone, Winnebago and Stephenson counties. Those are employer led and based on the topics that employers choose. Our role is to provide them with answers through peer to peer conversations. Follow up meetings with the employers allow us to provide work based solutions.

LWIA 3 was invited to sit on a panel at a state forum to talk about the Integrated Business Team model. We were able to talk about what we are doing and best practices.

The One-Stop Operator provided data from a customer service survey. We received 460 responses to the survey. We learned that while most come to the office for unemployment matters; because services are co-located it makes it easier to receive additional services. There will be more work with the partners to increase coordination among all 18 partners.

Mark Stefanic suggested we have the Employer & Public Engagement committee give the Board a presentation on how to access the LMI data and Hot Jobs for jobseekers.

**VI. Essentials Skills Pilot:**

Courtney Geiger shared with the group about a class that was developed for individuals to obtain a Certificate of Employability. A pilot program was launched in May to teach individuals the skills they need to be successful in the work world. The class included 4 modules as well as activities over 4 days. Skills were taught and then were applied using different projects and work. An essential piece was coaching conversations. The coaching really helped the individuals. There were 3 people in the class and 2 have already found employment and 1 has an interview. The attendance will grow and this is an innovative model. Courtney thanked Eric Black with Servicom for being a great partner for agreeing to interview students who complete this class.

**VII. Business Service Solution:**

Robert Jones and Kim Haley brought in Chris Bosworth from Leading Edge Hydraulics to talk about the services her company has received through The Workforce Connection. Leading Edge Hydraulics works with the OJT program. Chris talked about what Leading Edge does and their locations and how they are expanding. They are hiring and use the OJT program to help get people with low or no skill level to develop them for their company. The challenge is getting people who want to work and she feels the benefits cliff is their biggest challenge.

They have had 10 people in the last year through OJT. 2 or 3 hired on permanently. Because of the OJT program she feels the employee has a greater loyalty to the company because the company invested in them.

**VIII. Announcements:**

Dave Young is retiring. Dave has been a member of the Workforce Board for 5 years. He has been a tireless advocate for employers in Stephenson County and the Region. Dave was chair or co-chair of numerous committees during his time with the board.

Survey Monkey for Board Members. Please check your email.

Pam Fettes shared the model that District 100 has developed for pathways for the students. District 100 would like community input on these proposed course sequences. She gave information on who to contact.

**IX. Member Comments:**

Chairman Haney introduced Yosef Zavarula as an intern with Winnebago County. Dr. Jensen and Pam Fettes met with the Women in Today's Manufacturing group. They will reach out to TWC to talk about how they can communicate with women and how they can introduce this sector to women. They will be meeting at Barnes International each month.

X. **Public Comments:** None

XI. **Adjournment:**

Motion to adjourn at 8:45 am.

<b>Board Motion:</b>	<b>Smith</b>	<b>Second:</b>	<b>Fettes</b>	<b>Approved</b>
<b>CEO Motion:</b>	<b>Winnebago</b>	<b>Second:</b>	<b>Stephenson</b>	<b>Approved</b>

Respectfully submitted,  
Cathy Cornelius

Date: July 24, 2018

Included in Meeting Packet  
TWC Meeting Minutes (03/06/2018)  
CEO Meeting Minutes (03/06/2018)  
Committee Reports  
Financial Reports