

Minutes – July 10, 2018
Chief Elected Officials and Executive Committee Meeting
RMAP Design Center, 315 N. Main Street, Rockford, Illinois

CEO Members Present:	William Hadley, Frank Haney, Thomas McNamara (3)
CEO Members Absent:	Karl Johnson (1)
Executive Committee Members Present:	Karen Brown, Michelle Cassaro, Gary Evans, Dr. Lori Fanello, Bob Guirl, Craig Steege, Mark Stefanic (7)
Exec. Comm, Members Absent:	Amanda Smith (1)
Staff Present:	Lisa Bly, Cathy Cornelius, Mike Johnson, Robert Jones, John Strandin, Dan White,
Partner Staff Present:	Tom Austin, Ted Duckett, Courtney Geiger, Jeff Hefty, Amy Heilman, Jeff Zeal

- I. **Executive/CEO Meeting Call to Order:** Karen Brown called the Executive Committee to order and Mayor McNamara called the CEO meeting to order at 08:03 a.m.
- II. **Roll Call:** Roll Call was taken and a quorum was present of the Executive Committee and CEO’s.
- III. **Approval of Executive - CEO Minutes April 3, 2018 Minutes – Action Item:**
A motion to approve the meeting minutes as presented.

Executive Committee Motion:	Stefanic	Second: Evans	Approved
CEO Motion:	Stephenson	Second: Winnebago	Approved

- IV. **Finance Committee:**
 - **Financial Reports May 31, 2018:**
Michelle Cassaro presented the financial report as of 05/31/18. She reported that the combined percentage of Expenditures Related to Training was at 48.2% with the minimum being 40%. This was up from the prior month and close to the new goal of 50%. The Youth Workbased Learning percentage is at 15.5% and is a decrease from the prior month. However, the goal of 20% is for the term of the grant which is 2 years and we will meet the goal of 20% for the 2 year term.

Participant levels were 93.6% Adult, 49.7% Dislocated Worker and 80.7% Youth of our planned goal. The number served is high but the spending on training is low. We are not seeing the participant levels for Dislocated Workers we have seen in the past. Funds will be transferred to the Adult funding stream from the Dislocated Worker funding stream.

We have received our allocations for PY2018 and are receiving an increase of approximately \$650k. Our area was 1 of 2 LWIAs out of 22 to receive an increase. We will have a 15%-16% carry over. The budget for PY2018 was approved by the Finance Committee. The budget will go to the CEOs for approval in a special meeting and to the TWC Board at the August 7, 2018 meeting.

- V. **One-Stop Office Moves (Boone & Stephenson):**
The offices in Belvidere and Freeport have moved and both will be co-located with RAMP. The new spaces at RAMP will include office space as well as resource space for customers. There will also be shared resources with RAMP for the receptionist position allowing for safety and flexibility for that position. These office moves will save approximately \$30k annually. Since the move, the centers have seen an increase in customers.

VI. Fiscal Agent Transition:

• **Revised CEO Agreement – Action Item**

The CEO Agreement has been revised to change the fiscal agent from Rock River Training Corporation to The Workforce Connection, Inc. Language was added describing the responsibilities of the Fiscal Agent as recommended by the State. There was concern about the following language, “The Fiscal Agent is authorized to enter into contracts and other agreements on behalf of LWDA 3.” Discussion was to revise this language to the following:

The Fiscal Agent is authorized to enter into contracts and other agreements on behalf of LWDA 3 up to \$5,000.00, not to include subawards and contracts related to sub-awards.

Motion to Approve Amended CEO Agreement (CEOs): Mayor McNamara

Second: Chairman Haney Approved

Motion to Approve Amended CEO Agreement (TWC Board): Craig Steege

Second: Dr. Lori Fanello Approved

• **Revised Fiscal Agent Agreement – Action Item**

The Fiscal Agent Agreement has been revised to change the fiscal agent from Rock River Training Corporation to The Workforce Connection, Inc.

TWC Board Motion: Guirl Second: Evans Approved

CEO Motion: Stephenson Second: Winnebago Approved

VII. Board Retreat Analysis:

Karen Brown reviewed the Board pre and post surveys with the committee and CEOs. She reviewed the areas that needed some attention. Priorities for the Board are implementing the Regional Goals, employer engagement and aligning career pathways. The post-Retreat survey was very positive.

Karen informed the Board of the goals of the retreat and some of the discussions and activities that took place during the retreat.

Tim Hood commented that there was great discussion during the retreat.

VIII. Executive Director’s Report:

Lisa Bly reported that the PY2018 MOU was successfully submitted with all partners in agreement. The One-Stop held a hiring event for SwedishAmerican Heath System for nursing, EMT, Food Service and Maintenance positions where over 200 jobseekers attended. The VP of Recruitment was extremely pleased with the caliber and number of people that attended the event.

The Local Workforce Area realignment to include Ogle County has been a point of discussion for some time and we have now received information from the state. There are 6 areas that will be changed. A timeline has been given. Effective in July 2018 the state team will be contacting the Chief Elected Officials to begin the process. The process of meeting with the stakeholders will go through March 2019 with technical assistance from the state; with planning beginning in April 2019 that will lead up to the actual workforce plan of 2020 being in place. All should be in alignment before the funding comes down. The Economic Development Regions were determined based on the workforce, the geography and the business and industry.

One of the takeaways from the retreat was stressing the importance of the local workforce board. The local workforce board is designated by the Governor to deliver the services because we have the resources to do it. Video clips about Local Workforce Boards were shown.

IX. Refreshed Website:

John Strandin informed the committee and CEOs on the refresh of the website to make it easier for Businesses and Jobseekers to navigate. Also, Labor Market Information has been added to the home page for easy reference. John also reviewed much of the information that is available on the website.

X. Member Comments:

Mayor McNamara asked how many businesses we are proactively reaching out to each week. Robert Jones responded that we reach approximately 20 businesses each week through follow-up and cold calls. We also engage employers on a quarterly basis through the Employer Forums with the next forum in Boone, Winnebago and Stephenson counties being in August. We also use Peer to Peer conversations to educate on services. The Business Team is made up of 5 team members. An Org Chart is being developed to help the Board and CEOs on the make-up of the organization.

It was asked if a Career Center will be added to Ogle County with the new alignment. There will be a center there. The PY2018 does not have any funding slated for this as it will not begin until 2020.

XI. Announcements: Community Partners launching Read 815 this afternoon at 1pm.

XII. Public Comment: None

XIII. Adjournment: A motion to adjourn was made at 9:06 am.

Executive Committee Motion:	Guirl	Second:	Fanello	Approved
CEO Motion:	Stephenson	Second:	Winnebago	Approved

ITEMS INCLUDED IN THE MEETING PACKET

Agenda 04/03/2018

WIB Executive/ CEO Meeting Minutes 01/09/2018

Financial Reports PYTD as of 02/28/2018

Supportive Services Policy Modification – Action Item

ITA Policy Modification – Action Item

Fiscal Agent Agreement

Cathy Cornelius, Board Assistant
/2018 Executive - CEO Meeting

Date