



Board and CEO Meeting Minutes

The Workforce Connection Board, Workforce Board for Boone, Winnebago, and Stephenson Counties

Meeting: September 10, 2024

Time: 8:00am

Location: NIU Conference Center 8500 E. State St. Rockford

Attendee Name	Organization	Status	Arrived
Bernsten, Ben	Goodwill of Northern IL	X	
Bloomquist, Scott	Boone/Winn Regional Off of Ed	Absent	
Brown, Karen	Highland Community College	X	
Cagnoni, Todd	City of Rockford	X	
Carter, Len	Freeport Hospital	Absent	
Cassaro, Michelle	Chicago Rockford Airport	X	
Chiarelli, Joe	Board Chairman – Winn Co	X	
Crandall, Kathy	Crandall Stats & Sensors	X	
Dunn, Michael	Region 1 Planning Council	X	
Fahrenwald, Jeff	SupplyCore	X	
Fettes, Pamela	Growth Dimensions of Belvidere	X	
Fischer, Suzanne	OSF Healthcare System	Absent	
Gaulrapp, George	ComEd	Absent	
Grayewski, Jeremy	Berner Food & Beverage	X	
Guirl, Robert	Community Member	Absent	
Harle, Greg	Plumbers & Pipefitters Local	X	
Helms, Scott	Board Chair – Stephenson Cty	Absent	
Hill, Sheila Dr	Hill & Hill Enterprises	X	
Hulsebus, Brant Dr	Hulsebus Rockford Chiropractic	X	
Krupke, Mark	IL DHS-Div of Rehab Svcs	X	
Machajewski, Kris	YWCA NW IL Literacy Council	X	
McNamara, Thomas Mayor	City of Rockford	X	
Montalbano, Matt	RBC Wealth Management	X	
Nolley, Paul	Project First Rate	X	
Nord, Amy	Belvidere Chamber of Commerce	Absent	
Ott, Amy	Boylan Catholic High School	X	
Pirages, James	AGHL Law Office	X	
Primus, Troy	AAR Corp	Absent	
Proctor, Jamie	Americold Logistics LLC	Absent	
Riley, Rodney	Board Chairman – Boone Co	Absent	
Ross, Dan	Community Foundation of N IL	X	
Rotello, Frank	Alpha Controls & Services LLC	X	
Salazar, Max	Collins Aerospace	X	
Schwebke, Casey	Swebco Manufacturing	Absent	
Spearman, Howard	Rock Valley College	X	

Stewart, Amanda	Hughes Resources	Absent	
Wagner, Tricia	Rock Valley College	X	
Wells, Todd	Bourn & Koch, LLC	X	
Williams, Mark	Greater Freeport	Absent	
Zeal, Jeff	IL Dept of Employment Security	X	
Andrews, Paul	Goodwill of Northern IL	X	
Duckett, Ted	IL Dept of Employment Security	Absent	
Geiger, Courtney	Goodwill of Northern IL	X	
McDonald, Karyn	Workforce Connection-Elevate Prog	Absent	
Sims, Tabitha	Rock Valley College	X	
Story, Jessica	Goodwill of Northern IL	X	
Potter, Cassandra	Goodwill of Northern IL	X	
Spain, Mark	Goodwill of Northern IL	X	
Taira, Logan	IL Dept of Employment Security	X	
Caronna, Gina Dr	The Workforce Connection	X	
Brown, Floydell	The Workforce Connection	X	
Busto, Anibal	The Workforce Connection	X	
Cornelius, Cathy	The Workforce Connection	X	
Jaquez, Berenice	The Workforce Connection	X	
Huntress, Tina	The Workforce Connection	Absent	
Oysti, Chris	The Workforce Connection	X	
Rabe, Joan	The Workforce Connection	X	
White, Dan	The Workforce Connection	X	
Anderson, Travis	UW Health Northern Illinois	X	
Dougherty, Tabatha	CEANCI	X	
Guerro, Isaac	R1 Planning	X	
Mead, Beth	CEANCI	X	
Rotello, Zachary	Alpha Controls & Services LLC	X	
Shukla, Deepshikha	Rockford University	X	
Sykaluk, Andrea	R1 Planning	X	

1. Call to Order

- TWC Board at 8:07
- Chief Elected Officials

Michelle Cassaro, TWC Board Chair
Mayor Thomas McNamara, CEO Chair

2. Roll Call

- TWC Board – Quorum present
- Chief Elected Officials – No quorum present

3. Approval of Meeting Minutes

- a) TWC Board Meeting Minutes – 6/4/2024
Motion to accept: Greg Harle 2nd Jeff Fahrenwald
- b) CEO Meeting Minutes – 6/4/2024

Michelle Cassaro, TWC Board Chair
Mayor Thomas McNamara, CEO Chair

- 4. Board Member Recognition** **Dr. Gina Caronna, President/CEO**
New TWCBoard Staff Employees:
Anibal Bustos – Quality Jobs Specialist
Floydell Brown – Apprenticeship Specialist
IL Dept of Employment Security: Logan Taira
Board Member Recognition:
Kris Machajewski - YWCA NW IL Literacy Council
Karen Brown – 10 years of service as an officer
Amy Ott – 12 years of service as an officer
Frank Rotello –12 years of service as an officer and Board Member
- 5. Approval of Board Slate of Officers** **Pamela Lopez-Fettes**
Starting October 1: Michelle Cassaro – Board Chair
Todd Wells – Board Vice Chair
Paul Nolley – Secretary/Treasurer
Pam Fettes motioned to accept the Board of Officers, Greg Harle 2nd
- 6. Approval of ITA Policy Modification** **Dr. Gina Caronna**
Date that Policy started July 1, 2024
Amy Ott motion to approve, Karen Brown 2nd
- 7. Approval of Training Provider/Program Approvals and Re-Approvals** **Chris Oysti**
Board Members Abstaining Karen Brown Highland Community College, Howard Spearman Rock Valley College and Tricia Wagner Rock Valley Collee

Jim Pirages motioned to approve, Jeff Fahrenwald 2nd
- 8. Regional & Local Plan Approval with Technical Changes** **Dr. Gina Caronna**
Corrections that were needed to the Regional & Local Plan
Michelle Cassaro and Mayor McNamara to sign
- 9. Equal Opportunity Methods of Administration Revision** **Cathy Cornelius**
Technical updates only were made to the document, with no changes made to the procedures.
- 10. Annual Report** **Dr. Gina Caronna**
Chris Oysti, Thank you for a wonderful job pulling the report together.
- 11. Finance Report** **Karen Brown, Finance Committee Chair**
Dan White presented:
Financial Report – June 30, 2024
Community Foundation Update – June 30, 2024
- 12. Keynote Address** **Travis Anderson, President & CEO, UW Health Northern Illinois**
- 13. Board Chair’s Remarks** **Michelle Cassaro**
Wonderful Annual Report – Please note pages 10, 11 & 12 show the impact our work is making to the community. Also, pages 14 & 15 show the Success Stories

Thank you to Amy and Karen for your years serving as officers and Kris for serving on the Board

Best wishes to Frank on your retirement

14. Member Comments

None

15. Public Comments

None

16. Adjournment

Amy Ott motioned to adjourn the meeting, Todd Wells 2nd. Meeting adjourned at 9:05.

Distributions: Action Form – Slate of Officers Approval
Action Form – Approval of 2016-500-03 Individual Training Account Policy
Policy Number 2016-500-03, Change 3
Red Line Policy Number 2016-500-03, Change 3
Action Form – Approval of Training Provider/Program Approvals/Re-approvals
Training Program Approvals/Re-Approvals
LWIB Chair and CEO’s Formal Revision Approval Letter Template
Confirmation of Required Revisions Made
Chapter 1: Economic and Workforce Analysis
Chapter 2: Strategies for Service Integration
Chapter 3: Vision, Goals and Implementation Strategies
Chapter 4: Operating Systems and Policies
Chapter 5: Performance Goals and Evaluation
Chapter 6: Technical Requirements and Assurances
Boone, Winnebago and Stephenson Counties Local Workforce Area
LWIA #3
Workforce Innovation & Opportunity Act
Equal Opportunity
Methods of Administration
Redline - Boone, Winnebago and Stephenson Counties Local Workforce Area
LWIA #3
Workforce Innovation & Opportunity Act
Equal Opportunity
Methods of Administration
June 2024 Finance Report Summary
Expenditures by Grant/Funding Stream
TWC Expenditures by Funding Stream
TWC Expenditures by Categories
TWC Personnel & Operating Expenses
Unrestricted Fund – Statement of Activities
Budget & Spending Comparisons Last 10 Years
Quarterly Statement of Fund Activity