



The Workforce Connection Board and Chief Elected Officials

The Workforce Connection, Inc.

Local Workforce Innovation Board

Serving Boone, Stephenson, and Winnebago Counties

Meeting Date: Tuesday, September 9, 2025

Time: 8:00 am to 9:30 am

Location: Think Big, 1311 N. Main Street, Rockford, Illinois

RSVP to: coysti@theworkforceconnection.org or 815-395-6676

Mission Statement

The Workforce Connection is committed to providing a workforce that meets the needs of the business community now and in the future.

AGENDA

1. Call to Order

- a. TWC Board
- b. Chief Elected Officials

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

2. Roll Call

- a. TWC Board
- b. Chief Elected Officials

3. Approval of Meeting Minutes-*TWC Board & CEO Action Item (Voice Vote)*

- a. TWC Board Meeting Minutes – 06/03/2025
- b. CEO Meeting Minutes – 06/03/2025

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

4. Board Member Recognition

Michelle Cassaro

5. Approval of Preliminary Program Year 2025 Budget- *TWC Board & CEO Action Item (Roll Call Vote)*

Paul Nolley, Finance Committee Chair

6. Approval of Request for Bids Awards-*TWC Board & CEO Action Item (Roll Call Vote)* Dr. Gina Caronna

- a. Climate and Equitable Jobs Act Project Administrator
- b. Climate and Equitable Jobs Act Business and Employment Services

7. Training Provider and Program Approvals/Re-Approvals-*TWC Board & CEO Action Item (Voice Vote)*

Emily Welsh

- 8. Approval of Policy Changes-TWC Board & CEO Action Item (Voice Vote)** Dr. Gina Caronna
a. Follow-Up Policy
- 9. Finance** Paul Nolley
a. Finance Report – June 30, 2025
b. Community Foundation – June 30, 2025 Update
- 10. Annual Report** Dr. Gina Caronna
- 11. Presentations**
➤ Scott Bloomquist, Boone-Winnebago Regional Office of Education (ROE4)
➤ Dr. Sheila Hill, Think Big and Matthew Simpson, Eight Fifteen Capital
- 12. Board Chair’s Remarks** Michelle Cassaro
- 13. President & CEO’s Remarks** Dr. Gina Caronna
- 14. Member Comments**
- 15. Board Member Engagement Opportunities** Berenice Jaquez
- 16. Public Comment**
- 17. Adjournment**

*The Workforce Connection Board is an Equal Opportunity Employer/Program.
A sign language interpreter, alternative format materials, or infrared assistive listening devices will be made available
with 72-hour notice. Additional reasonable accommodations will be made available upon request.*

*In accordance with the Illinois Open Meeting Act, The Workforce Connection Board may enter into a
meeting session closed to the public to discuss issues identified as appropriate for a closed session.*



Board and CEO Meeting Minutes

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

Meeting: June 3, 2025

Time: 8:00am

Location: Rockford Public Library, 215 N Wyman St. Rockford, IL

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	Absent	
Carter, Len	Freeport Hospital	Absent	
Cassaro, Michelle	Chicago Rockford Airport	X	
Crandall, Kathy	Crandall Stats & Sensors	Absent	
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	X	
Grayewski, Jeremy	Berner Food & Beverage	Absent	
Guirl, Robert	Community Member	X	
Harle, Greg	Plumbers & Pipefitters Local	X	
Hill, Sheila Dr	Hill & Hill Enterprises	X	
Hulsebus, Brant Dr	Hulsebus Rockford Chiropractic	X	
Krupke, Mark	IL DHS-Div of Rehab Svcs	Absent	
Montalbano, Matt	RBC Wealth Management	Absent	
Nolley, Paul	Project First Rate	X	
Nord, Amy	Belvidere Chamber of Commerce	X	
Ott, Amy	Boylan Catholic High School	X	
Pirages, James	AGHL Law Office	X	
Primus, Troy	AAR Corp	Absent	
Proctor, Jamie	Americold Logistics LLC	X	
Ross, Dan	Community Foundation of N IL	Absent	
Rotello, Zack	Alpha Controls & Services LLC	X	
Salazar, Max	Collins Aerospace	Absent	
Schwebke, Casey	Swebco Manufacturing	X	
Spearman, Howard Dr	Rock Valley College	Absent	
Stewart, Amanda	Hughes Resources	Absent	
Wagner, Tricia	Rock Valley College	Absent	
Wells, Todd	Bourn & Koch, LLC	X	
Williams, Mark	Greater Freeport	Absent	
Zeal, Jeff	IL Dept of Employment Security	X	

Chiarelli, Joe	Board Chairman – Winn Co	X	
Helms, Scott	Board Chair – Stephenson Cty	X	Proxy George Gaulrapp
McNamara, Thomas Mayor	City of Rockford	X	
Johnson, Karl	Board Chairman – Boone Co	Absent	
Taira, Logan	IL Dept of Employment Security	Absent	
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	
Saccucci, Erica	Goodwill of Northern IL	X	
Caronna, Gina Dr	The Workforce Connection	X	
Busto, Anibal	The Workforce Connection	X	
Jaquez, Berenice	The Workforce Connection	X	
Huntress, Tina	The Workforce Connection	X	
Oysti, Chris	The Workforce Connection	X	
Rabe, Joan	The Workforce Connection	X	
Welsh, Emily	The Workforce Connection	X	
Guest:			
E.J. Dilonardo	North Boone Fire District #3	X	
Mitch Dickey	Transfer VR	X	

1. Call to Order

- a. TWC Board Michelle Cassaro, TWC Board Chair
TWC Board Meeting called to order at 8:06
- b. Chief Elected Officials Mayor Thomas McNamara, CEO Chair
Chief Elected Officials Meeting called to order at 8:07

2. Roll Call

- a. TWC Board
- b. Chief Elected Officials

3. Approval of Meeting Minutes

- a. TWC Board Meeting Minutes – 3/4/2025 Michelle Cassaro, TWC Board Chair
Amy Ott motioned to accept Jeff Fahrenwald 2nd
- b. CEO Meeting Minutes – 3/4/2025 Mayor Thomas McNamara, CEO Chair
Joe Chiarelli motioned to accept George Gaulrapp 2nd

4. Board Member Recognition

Michelle Cassaro

Amy Ott will be retiring from the Board as she has accepted a position outside of the area
Dan Ross will be retiring from the Board as he has also accepted another position

5. Training Provider and Program Approvals and Re-Approvals

Emily Welsh

Emily spoke on the training provider and program approvals and re-approvals.

Bob Guirl motioned to approve Pam Fettes 2nd
Joe Chiarelli motioned to approve George Gaulrapp 2nd

6. Approval of One-Stop Operator & Title 1-B Career Services for Adults Dislocated Workers, and Trade Award Pam Fettes

One-Stop Operator & Title 1-B Career Services for Adults Dislocated Workers and Trade is awarded to Goodwill of Northern IL

Greg Harle motioned to approve
Joe Chiarelli motioned to approve

Amy Ott 2nd
George Gaulrapp 2nd

7. Approval of Youth Services Award Todd Wells

WIOA and Youth Services Award is awarded to Goodwill of Northern IL

Karen Brown motioned to approve
Joe Chiarelli motioned to approve

Amy Ott 2nd
George Gaulrapp 2nd

Dr. Caronna advised received appropriation on Friday afternoon and a couple of things that are different from previous years. Checking with DCEO to see if a special meeting needs to be called prior to the September meeting.

Approval of the budgets as presented by Dr. Caronna

Greg Harle motioned to approve
Joe Chiarelli motioned to approve

Pam Fettes 2nd
George Gaulrapp 2nd

8. Approval of Program Year 2025 Memorandum of Understanding (MOU) Ben Bernsten

Program Year 2025 Memorandum of Understanding (MOU) presented by Ben Bernsten

Jeff Fahrenwald Motioned to approve
Joe Chiarelli motioned to approve

Jim Pirages 2nd
George Gaulrapp 2nd

9. Program Year 2025 WIOA Budget Dr. Gina Caronna and Dan White

Dr. Caronna advised that we received level funding.

10. Finance Paul Nolley, Finance Committee Chair

Paul Nolley presented the Financial Report

11. Keynote Speaker
EMT and Firefighter Apprenticeship E.J. Dilonardo, North Boone Fire District #3

E.J. Dilonardo Fire Chief of North Boone Fire District #3 presented the EMS Apprenticeship program

12. Virtual Reality Presentation Mitch Dickey, Transfer VR

Mitch Dickey presented VR Headsets and how they work

13. Board Chair's Remarks Michelle Cassaro

5 approvals that had been prepared for voting on, thank you to the Board & Staff for getting things ready

14. President & CEO's Remarks Dr. Gina Caronna

CEJA funding has been renewed for year 2. More metrics to be reported to the Board
Contracts for the Incubator for Think Big and Rock Valley College coming in July
September meeting will be at Think Big, 1311 N. Main St.
Thank you to The Workforce Connection Staff for a lot of work being done

15. Member Comments

Greg Harle commented on Mitch's presentation that headsets were used at the Rockford Career Expo for High School students, and to make sure you try them.

16. Board Member Engagement Opportunities

Dr. Gina Caronna

September Meeting, annual breakfast

Check out Think Big's facility

17. Public Comment

None

18. Adjournment

Greg Harle motioned to adjourn

Amy Ott 2nd

Joe Chiarelli motioned to adjourn

George Gaulrapp 2nd



THE WORKFORCE CONNECTION BOARD
ACTION FORM

Agenda/Action Item: Preliminary Budget for Program Year 2025 (07/01/25-06/01/26) Approval

Date: September 9, 2025

Point of Contact: Dan White, Chief Financial Officer

Email: DWhite@TheWorkforceConnection.org

Motion: To approve the Preliminary Budget for Program Year 2025 (7/1/25-6/30/26)

Background Information

Each year, a preliminary budget is developed which includes the new WIOA formula allocations, estimated carryover funds, and any additional grant funds.

Summary of PY25 Preliminary Budget Funding Sources and Planned Expenditures as included in the agenda packet.

Action Taken:

Approved **Not approved** **Amended as follows:**

**The Workforce Connection Board
Finance Committee
For the Boone, Stephenson & Winnebago Counties Workforce Area**

PY25 Preliminary Budget Summary

Background Information

Each year, a preliminary budget is developed which includes the new WIOA formula allocations, estimated carryover funds, and any additional grant funds. Each year a budget modification is completed mid-year to account for actual year-to-date activity, new grants received, and redistribute unused dollars to best utilize the resources.

Summary of PY25 Preliminary Budget compared to the PY24 Budget:

<u>Funding Sources</u>	<u>PY25 Preliminary Budget</u>	<u>PY24 Budget</u>	<u>Increase (Decrease)</u>	<u>% Change</u>
WIOA Formula Allocations	\$5,994,847	\$5,997,445	(\$2,598)	0%
WIOA Related Grants	\$1,259,400	\$1,635,597	(\$376,197)	-23%
Trade Grant	\$316,700	\$1,634,379	(\$1,317,679)	-81%
CEJA Related Grants	\$5,757,100	\$3,288,741	\$2,468,359	75%
Other Grants & Sources	\$1,073,230	\$1,999,866	(\$926,636)	-46%
Totals	\$14,401,277	\$14,556,028	(\$154,751)	-1%

<u>Planned Expenditures</u>	<u>PY25 Preliminary Budget</u>	<u>PY24 Budget</u>	<u>Increase (Decrease)</u>	<u>% Change</u>
Board/Staff Costs	\$1,552,766	\$1,216,307	\$336,459	28%
Subawards	\$7,942,695	\$6,866,648	\$1,076,047	16%
Training Costs(includes Work Experience & Support Services)	\$4,075,088	\$5,559,098	(\$1,484,010) *	-27%
Carryover into Next Year	\$826,328	\$907,475	(\$81,147)	-9%
Totals	\$14,396,877	\$14,549,528	(\$152,651)	-1%

* The total increase in training funds is distributed as follows:

- (\$200,895) Individual Training - WIOA Formula Grant
- (\$190,907) Individual Training - WIOA Related Grants
- (\$1,031,779) Individual Training – Trade
- \$104,760 Individual Training – CEJA
- (\$19,000) Individual Training – Other Sources
- (\$115,000) Employer Incumbent Worker Training
- \$62,000 Employer OJT/WEX - WIOA Formula Grant
- (\$185,000) Employer OJT/WEX - WIOA Related Grants
- \$167,000 Employer OJT/WEX – CEJA
- (\$75,189) Employer OJT/WEX - Other Sources
- (\$1,484,010) Totals

**The Workforce Connection, Inc
Program Year 2025 Preliminary Budget with Comparisons**

Funding Sources

	PY25 Preliminary Budget	PY24 Budget	PY23 Budget	PY22 Budget
<u>Administrative</u>				
Formula Allocation	\$ 599,483	\$ 599,743	\$ 523,257	\$ 412,359
Prior Year Formula Allocation Carryover	\$ 230,000	\$ 115,827	\$ 192,910	\$ 410,930
Transfer from/to Admin	\$ -	\$ -	\$ (100,000)	\$ (200,000)
JTED Grant	\$ -	\$ -	\$ 1,200	\$ 1,500
Apprenticeship Navigator Grant	\$ 4,800	\$ 4,200	\$ 6,500	\$ -
Supplemental Grant	\$ 2,500	\$ 2,354	\$ 3,228	\$ -
Quality Jobs Grant	\$ -	\$ 4,900	\$ -	\$ -
CEJA Hub Grant	\$ 48,500	\$ 56,800	\$ -	\$ -
CEJA Incubator Grant	\$ 43,500	\$ -	\$ -	\$ -
QUEST National Emergency (1N) Grant	\$ 3,500	\$ 16,000	\$ 27,100	\$ 19,000
National Emergency (1N) Grant	\$ -	\$ -	\$ -	\$ 1,200
AAR General Revenue Grant	\$ 2,000	\$ 45,000	\$ 12,668	\$ 38,400
State Emergency Grants (1E & 1EC)	\$ -	\$ 1,300	\$ 4,500	\$ 3,500
Trade Grants	\$ 50,000	\$ 50,000	\$ 40,000	\$ 18,500
	\$ 984,283	\$ 896,124	\$ 711,363	\$ 705,389
<u>Special Grants</u>				
Service Integration Grant	\$ -	\$ -	\$ -	\$ -
JTED Grant	\$ -	\$ -	\$ 176,400	\$ 160,400
Apprenticeship Expansion Grant	\$ 200,230	\$ 160,800	\$ 121,500	\$ -
Supplemental Grant	\$ 117,500	\$ 119,000	\$ 84,180	\$ -
Quality Jobs Grant	\$ -	\$ 190,312	\$ -	\$ -
CEJA Hub Grant	\$ 4,183,500	\$ 3,231,941	\$ -	\$ -
CEJA Incubator Grant	\$ 1,481,600	\$ -	\$ -	\$ -
AAR General Revenue Grant	\$ 733,000	\$ 1,455,000	\$ 186,373	\$ 2,824,800
Other Miscellaneous Grants/Funding Sources	\$ 13,200	\$ 18,300	\$ 5,500	\$ 8,300
	\$ 6,729,030	\$ 5,175,353	\$ 573,953	\$ 2,993,500
<u>Adult</u>				
Formula Allocation	\$ 1,487,834	\$ 1,422,387	\$ 1,504,161	\$ 1,177,407
Prior Year Formula Allocation Carryover	\$ 590,000	\$ 645,414	\$ 506,614	\$ 588,430
Transfer from Dislocated Worker	\$ 1,650,000	\$ 1,900,000	\$ 1,100,000	\$ 1,100,000
Transfer from/to Admin	\$ -	\$ -	\$ 61,000	\$ 122,000
	\$ 3,727,834	\$ 3,967,801	\$ 3,171,775	\$ 2,987,837
<u>Youth</u>				
Formula Allocation	\$ 1,519,712	\$ 1,460,268	\$ 1,553,631	\$ 1,218,074
Prior Year Formula Allocation Carryover	\$ 280,000	\$ 184,379	\$ 129,430	\$ 345,820
Transfer from/to Admin	\$ -	\$ -	\$ 33,000	\$ 66,000
	\$ 1,799,712	\$ 1,644,647	\$ 1,716,061	\$ 1,629,894
<u>Dislocated Worker/TAA</u>				
Formula Allocation	\$ 2,387,818	\$ 2,515,047	\$ 1,651,541	\$ 1,315,763
Prior Year 1D Formula Allocation Carryover	\$ 90,000	\$ 118,770	\$ 44,391	\$ 234,223
Transfer to Adult	\$ (1,650,000)	\$ (1,900,000)	\$ (1,100,000)	\$ (1,100,000)
Transfer from/to Admin	\$ -	\$ -	\$ 6,000	\$ 12,000
State Emergency Grants (1E & 1EC)	\$ -	\$ 40,207	\$ 196,200	\$ 366,900
QUEST National Emergency (1N) Grant	\$ 65,900	\$ 513,700	\$ 902,500	\$ 563,500
National Emergency (1N) Grant	\$ -	\$ -	\$ -	\$ 95,000
Trade Grants	\$ 266,700	\$ 1,584,379	\$ 3,847,800	\$ 1,758,000
	\$ 1,160,418	\$ 2,872,103	\$ 5,548,432	\$ 3,245,386
Total Funding Sources	\$ 14,401,277	\$ 14,556,028	\$ 11,721,584	\$ 11,562,006

Administrative Funding Sources & Planned Expenditures

Funding Sources	PY25			
	Preliminary Budget	PY24 Budget	PY23 Budget	PY22 Budget
New Program Year Formula Allocation	\$ 599,483	\$ 599,743	\$ 523,257	\$ 412,359
Prior Year Formula Allocation Carryover	\$ 230,000	\$ 115,827	\$ 192,910	\$ 410,930
Transfer from/to Admin	\$ -	\$ -	\$ (100,000)	\$ (200,000)
JTED Grant	\$ -	\$ -	\$ 1,200	\$ 1,500
Apprenticeship Navigator Grant	\$ 4,800	\$ 4,200	\$ 6,500	\$ -
Supplemental Grant	\$ 2,500	\$ 2,354	\$ 3,228	\$ -
Quality Jobs Grant	\$ -	\$ 4,900	\$ -	\$ -
CEJA Hub Grant	\$ 48,500	\$ 56,800	\$ -	\$ -
CEJA Incubator Grant	\$ 43,500	\$ -	\$ -	\$ -
QUEST National Emergency (1N) Grant	\$ 3,500	\$ 16,000	\$ 27,100	\$ 19,000
National Emergency (1N) Grant	\$ -	\$ -	\$ -	\$ 1,200
AAR General Revenue Grant	\$ 2,000	\$ 45,000	\$ 12,668	\$ 38,400
State Emergency Grants (1E & 1EC)	\$ -	\$ 1,300	\$ 4,500	\$ 3,500
Trade Grants	\$ 50,000	\$ 50,000	\$ 40,000	\$ 18,500
Total	\$ 984,283	\$ 896,124	\$ 711,363	\$ 705,389
Planned Expenditures				
TWC Personnel & Operating Costs	\$ 687,954	\$ 613,649	\$ 611,919	\$ 460,330
Unobligated	\$ 296,329	\$ 282,475	\$ 99,444	\$ 245,059
Total	\$ 984,283	\$ 896,124	\$ 711,363	\$ 705,389

Special Program Funding Sources & Planned Expenditures

Funding Sources	PY25			
	Preliminary Budget	PY24 Budget	PY23 Budget	PY22 Budget
JTED Grant	\$ -	\$ -	\$ 176,400	\$ 160,400
Apprenticeship Expansion Grant	\$ 200,230	\$ 160,800	\$ 121,500	\$ -
Supplemental Grant	\$ 117,500	\$ 119,000	\$ 84,180	\$ -
Quality Jobs Grant	\$ -	\$ 190,312	\$ -	\$ -
CEJA Hub Grant	\$ 4,183,500	\$ 3,231,941	\$ -	\$ -
CEJA Incubator Grant	\$ 1,481,600	\$ -	\$ -	\$ -
AAR General Revenue Grant	\$ 733,000	\$ 1,455,000	\$ 186,373	\$ 2,824,800
Other Miscellaneous Grants/Funding Sources	\$ 13,200	\$ 18,300	\$ 5,500	\$ 8,300
Total	\$ 6,729,030	\$ 5,175,353	\$ 573,953	\$ 2,993,500
Planned Expenditures				
TWC Personnel & Operating Costs	\$ 641,323	\$ 442,521	\$ 77,531	\$ -
One-Stop Operator & Career Service Provider	\$ -	\$ -	\$ 68,100	\$ 59,950
Subawards/Contractors	\$ 5,133,195	\$ 3,953,791	\$ 119,373	\$ 2,824,800
Tuition, Books, Etc.	\$ -	\$ 17,000	\$ 303,449	\$ 100,450
Supportive Services/Barrier Reduction	\$ 445,000	\$ 342,240	\$ -	\$ -
OJTs/TJ/WEX/IWT/ER Incentives	\$ 505,112	\$ 413,301	\$ -	\$ -
Other Costs	\$ -	\$ -	\$ 6,400	\$ 7,050
Total	\$ 6,724,630	\$ 5,168,853	\$ 574,853	\$ 2,992,250
Unrestricted Income Earned	\$ 4,400	\$ 6,500	\$ (900)	\$ 1,250

Adult Funding Sources & Planned Expenditures

Funding Sources	PY25			
	Preliminary Budget	PY24 Budget	PY23 Budget	PY22 Budget
New Program Year Formula Allocation	\$ 1,487,834	\$ 1,422,387	\$ 1,504,161	\$ 1,177,407
Prior Year Formula Allocation Carryover	\$ 590,000	\$ 645,414	\$ 506,614	\$ 588,430
Transfer from Dislocated Worker	\$ 1,650,000	\$ 1,900,000	\$ 1,100,000	\$ 1,100,000
Transfer from/to Admin	\$ -	\$ -	\$ 61,000	\$ 122,000
Total	\$ 3,727,834	\$ 3,967,801	\$ 3,171,775	\$ 2,987,837
Planned Expenditures				
TWC Personnel & Operating Costs	\$ 115,967	\$ 79,719	\$ 70,253	\$ 135,000
One-Stop Operator & Career Service Provider	\$ 1,360,800	\$ 1,252,057	\$ 1,057,302	\$ 929,412
Subawards	\$ -	\$ -	\$ -	\$ -
OJTs/Transitional Jobs/Work Experience/Apprenticeships	\$ 540,000	\$ 493,000	\$ 500,000	\$ 490,000
Tuition, Books, Etc.	\$ 1,250,000	\$ 1,520,000	\$ 1,065,000	\$ 1,106,500
Supportive Services	\$ 10,000	\$ 12,833	\$ 22,000	\$ 17,080
Other Participant Costs	\$ 30,567	\$ 34,692	\$ 25,399	\$ 24,345
Non-Training Participant Costs	\$ 500	\$ 500	\$ 500	\$ 500
Incumbent Worker Training	\$ 100,000	\$ 165,000	\$ 31,321	\$ 35,000
Unobligated	\$ 320,000	\$ 410,000	\$ 400,000	\$ 250,000
Total	\$ 3,727,834	\$ 3,967,801	\$ 3,171,775	\$ 2,987,837
Combined (1A & 1D) Training Percentage	61%	67%	68%	68%

Youth Funding Sources & Planned Expenditures

Funding Sources	PY25			
	Preliminary Budget	PY24 Budget	PY23 Budget	PY22 Budget
New Program Year Formula Allocation	\$ 1,519,712	\$ 1,460,268	\$ 1,553,631	\$ 1,218,074
Prior Year Formula Allocation Carryover	\$ 280,000	\$ 184,379	\$ 129,430	\$ 345,820
Transfer from/to Admin	\$ -	\$ -	\$ 33,000	\$ 66,000
Total	\$ 1,799,712	\$ 1,644,647	\$ 1,716,061	\$ 1,629,894
Planned Expenditures				
TWC Personnel & Operating Costs	\$ 86,379	\$ 57,262	\$ 62,419	\$ 91,707
One-Stop Operator & Career Service Provider	\$ 154,600	\$ 165,100	\$ 151,000	\$ 148,000
Subawards	\$ 764,500	\$ 761,500	\$ 769,500	\$ 735,668
OJTs/Work Experience/Apprenticeships	\$ 320,000	\$ 290,000	\$ 303,000	\$ 256,971
Tuition, Books, Etc.	\$ 210,000	\$ 200,000	\$ 234,000	\$ 233,500
Remedial Training	\$ 85,500	\$ -	\$ -	\$ 2,500
Supportive Services	\$ 20,000	\$ 18,500	\$ 20,500	\$ 20,361
Other Participant Costs	\$ 8,733	\$ 2,285	\$ 642	\$ 2,187
Unobligated	\$ 150,000	\$ 150,000	\$ 175,000	\$ 139,000
Total	\$ 1,799,712	\$ 1,644,647	\$ 1,716,061	\$ 1,629,894
Work Based Learning Percentage	26%	27%	26%	21%

Dislocated Worker/Trade Program Funding Sources & Planned Expenditures

Funding Sources	PY25			
	Preliminary Budget	PY24 Budget	PY23 Budget	PY22 Budget
New 1D Program Year Formula Allocation	\$ 2,387,818	\$ 2,515,047	\$ 1,651,541	\$ 1,315,763
Prior Year 1D Formula Allocation Carryover	\$ 90,000	\$ 118,770	\$ 44,391	\$ 234,223
Transfer to Adult	\$ (1,650,000)	\$ (1,900,000)	\$ (1,100,000)	\$ (1,100,000)
Transfer from/to Admin	\$ -	\$ -	\$ 6,000	\$ 12,000
State Emergency Grants (1E & 1EC)	\$ -	\$ 40,207	\$ 196,200	\$ 366,900
QUEST National Emergency (1N) Grant	\$ 65,900	\$ 513,700	\$ 902,500	\$ 563,500
National Emergency (1N) Grant	\$ -	\$ -	\$ -	\$ 95,000
Trade Grants	\$ 266,700	\$ 1,584,379	\$ 3,847,800	\$ 1,758,000
Total	\$ 1,160,418	\$ 2,872,103	\$ 5,548,432	\$ 3,245,386
Planned Expenditures				
TWC Personnel & Operating Costs	\$ 21,142	\$ 23,156	\$ 15,399	\$ 18,176
One-Stop Operator & Career Service Provider	\$ 529,600	\$ 734,200	\$ 944,800	\$ 645,500
Subawards	\$ -	\$ -	\$ -	\$ -
OJTs/Work Experience/Apprenticeships	\$ 78,300	\$ 278,300	\$ 159,900	\$ 175,000
Tuition, Books, Etc.	\$ 322,300	\$ 1,483,100	\$ 3,791,200	\$ 1,951,400
Supportive Services	\$ 27,000	\$ 55,924	\$ 142,700	\$ 82,224
Other Participant Costs	\$ 21,576	\$ 81,923	\$ 233,933	\$ 207,186
Non-Training Participant Costs	\$ 500	\$ 500	\$ 500	\$ 500
Incumbent Worker Training	\$ 100,000	\$ 150,000	\$ 180,000	\$ 130,000
Unobligated	\$ 60,000	\$ 65,000	\$ 80,000	\$ 35,000
Total	\$ 1,160,418	\$ 2,872,103	\$ 5,548,432	\$ 3,245,386
Combined (1A & 1D) Training Percentage	61%	67%	68%	68%
Total Planned Expenditures	\$ 14,396,877	\$ 14,549,528	\$ 11,722,484	\$ 11,560,756
Total OSO & CP Personnel & Operating Costs	\$ 2,045,000	\$ 2,151,357	\$ 2,221,202	\$ 1,782,862
Total TWC Personnel & Operating Costs	\$ 1,552,765	\$ 1,216,307	\$ 843,921	\$ 712,263
	\$ 3,597,765	\$ 3,367,664	\$ 3,065,123	\$ 2,495,125

The Workforce Connection, Inc
Board and Staff Operating Budget
Program Year 2025 Preliminary Budget

Line Item	Admin Staff	Board Activities	Non-WIOA Grants	Program & Business Svcs	Infrastructure	Unrestricted	PY25 Preliminary Budget	PY24 Budget	Change
Staff Wages	\$ 430,495	\$ -	\$ 213,356	\$ 122,258	\$ 22,683	\$ 5,000	\$ 793,792	\$ 688,738	\$ 105,054
Fringe Benefits	\$ 113,785	\$ -	\$ 66,933	\$ 39,353	\$ 6,702	\$ 1,500	\$ 228,273	\$ 196,899	\$ 31,374
Total Personnel Expenses	\$ 544,280	\$ -	\$ 280,289	\$ 161,611	\$ 29,385	\$ 6,500	\$ 1,022,065	\$ 885,637	\$ 136,428
Training/Conferences	\$ 7,000	\$ 6,800	\$ 2,000	\$ 1,000	\$ -	\$ 1,000	\$ 17,800	\$ 20,800	\$ (3,000)
Mileage	\$ 500	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 2,000	\$ 3,000	\$ (1,000)
Supplies	\$ 4,500	\$ 500	\$ 1,500	\$ 1,000	\$ -	\$ 500	\$ 8,000	\$ 12,900	\$ (4,900)
Printing	\$ 100	\$ 500	\$ 200	\$ 100	\$ 500	\$ -	\$ 1,400	\$ 2,900	\$ (1,500)
Copier Maint	\$ 200	\$ -	\$ 100	\$ 100	\$ 3,400	\$ -	\$ 3,800	\$ 2,600	\$ 1,200
Equipment	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 3,000	\$ -	\$ 5,000	\$ 5,000	\$ -
Dues/Subscriptions	\$ 19,700	\$ 3,000	\$ 500	\$ 900	\$ 200	\$ -	\$ 24,300	\$ 24,300	\$ -
Total Controllable Expenses	\$ 33,000	\$ 10,800	\$ 5,800	\$ 4,100	\$ 7,100	\$ 1,500	\$ 62,300	\$ 87,872	\$ (25,572)
Outreach/Recruitment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 38,800	\$ 2,000	\$ 305,000	\$ -	\$ 600	\$ 400	\$ 346,800	\$ 146,450	\$ 200,350
Total Outside Services	\$ 38,800	\$ 2,000	\$ 305,000	\$ -	\$ 600	\$ 400	\$ 346,800	\$ 146,450	\$ 200,350
Rockford Facility Costs	\$ 49,615	\$ -	\$ 38,205	\$ 14,332	\$ 2,848	\$ 400	\$ 105,400	\$ 97,700	\$ 7,700
Telephone	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,440	\$ 60
IT Costs	\$ 2,805	\$ -	\$ 957	\$ 858	\$ 10,080	\$ -	\$ 14,700	\$ 14,000	\$ 700
Total Facility Expenses	\$ 52,420	\$ -	\$ 39,162	\$ 15,190	\$ 14,428	\$ 400	\$ 121,600	\$ 113,140	\$ 8,460
Total Budget	\$ 668,500	\$ 12,800	\$ 630,251	\$ 180,901	\$ 51,513	\$ 8,800	\$ 1,552,765	\$ 1,216,727	\$ 336,038



THE WORKFORCE CONNECTION BOARD
ACTION FORM

☑ Agenda/Action Item: **Approval of the Climate and Equitable Jobs Act Project Administrator**

September 9, 2025

Date:

Dr. Gina Caronna, President & CEO

Point of Contact:

gcaronna@TheWorkforceConnection.org

Email:

Motion:

To approve the award to The Workplace as the provider of **Climate and Equitable Jobs Act Project Administrator** beginning 09/01/2025 and ending on 06/30/2026.

Background Information

The Climate and Equitable Jobs Act (CEJA) Program HUB in Rockford has completed a full year of programming. During this time, there were additional needs identified to ensure the successful delivery of the grant. The CEJA HUB collectively identified that there is a need for a CEJA Project Administrator. The CEJA HUB partners consisting of Chase Budziak with Rock Valley College, Jurea Crudup with Awaken Foundation L3C, Marvin Hightower with Zion West Enterprise, Isaac Guerrero and Amy Salamon with R1 Planning Council and Courtney Geiger with Goodwill Industries scored each proposal individually. The CEJA HUB partners then came together to meet on 08/18/25 and discussed the proposals submitted and were able to unanimously agree to recommend to the Board Operations Management Committee which proposal to be selected.

The Project Administrator RFB was posted on The Workforce Connection, Inc. website on 07/10/25 and all items were to be submitted by 07/31/25. There were two RFB's submitted during this timeframe. The CEJA HUB partners unanimously agreed to recommend to the Board Operations Management Committee that the proposal of **Khay Renee Enterprises LLC** be selected for the CEJA Project Administrator.

Action Taken:

Approved **Not approved** **Amended as follows:**



THE WORKFORCE CONNECTION BOARD
ACTION FORM

☒ Agenda/Action Item: **Approval of the Climate and Equitable Jobs Act Business and Employment Services**

Date: September 9, 2025

Point of Contact: Dr. Gina Caronna, President & CEO
Email: gcaronna@TheWorkforceConnection.org

Motion: To approve the award to The Workplace as the provider of **Climate and Equitable Jobs Act Business and Employment Services** beginning 09/01/2025 and ending on 06/30/2026.

Background Information

The Climate and Equitable Jobs Act (CEJA) Program HUB in Rockford has completed a full year of programming. During this time, there were additional needs identified to ensure the successful delivery of the grant. The CEJA HUB collectively identified that there is a need for a CEJA Business and Employment Services Specialist. The CEJA HUB partners consisting of Chase Budziak with Rock Valley College, Jurea Crudup with Awaken Foundation L3C, Marvin Hightower with Zion West Enterprise, Isaac Guerrero and Amy Salamon with R1 Planning Council and Courtney Geiger with Goodwill Industries scored each proposal individually. The CEJA HUB partners then came together to meet on 08/18/25 to discuss the proposals submitted and were able to unanimously agree to recommend to the Board Operations Management Committee which proposal to be selected.

The Business and Employment Services RFB was posted on The Workforce Connection, Inc. website on 07/10/25 and all items were to be submitted by 07/31/25. There were three RFB's submitted during this timeframe. The CEJA HUB partners unanimously agreed to recommend to the Board Operations Management Committee that the proposal of **The Workplace** be selected for the CEJA Business and Employment Services Role.

Action Taken:

Approved **Not approved** **Amended as follows:**

**Training Program Approvals/Re-Approvals
9/9/2025**

ONET Code	Re-Certification Date (if applicable)	DOTL	Provider	Provider Meets WIDA Eligibility Requirements (Y/N)	ONET Code Title	Program	PROVIDER # of All Students Enrolled	PROVIDER All Students Enrolled - Completion Percentage	PROVIDER All Students Enrolled - Placement Rate	PROVIDER Employer Partnerships	New Approval/ Re-Approval	Program Cost	Credential	Certification/Degree	CIP Code	LWIA3						ILLINOIS				If no data is available for specific program ONET Code - Possible Match will be shown if noted below.		
																Total Annual Average Job Openings	Avg Ann. Job Openings Due to Growth	Entry Wage		Median		Experienced Wage		Total Annual Average Job Openings	Avg Ann. Job Openings Due to Growth		Median Wage	
																		Hourly	Annual	Hourly	Annual	Hourly	Annual				Hourly	Annual
493021	09/11/2025	4	Rock Valley College - Advanced Technology Center	Y	Automotive Body and Related Repairs	Auto Collision Repair	19	100%	61.54%	Bodylines, Benny and Sons Body Shop, Auto Body Specialists, Alpine Body Shop, Steadler-B&B Body Shop, Kunes Auto Group, Arbi's City Body Shop, Colours Inc, NCC, PPS, Solidus Equipment, JM, I-CAR, Marango High School	Pending Re-certification	\$5,500	Certificate	Industry Recognized Certificate- ASE and I-CAR	470603	19	1	\$ 18.59	\$ 38,665	\$ 24.69	\$ 51,357	\$ 30.27	\$ 62,882	555	19	\$ 25.03	\$ 52,057	
131351	09/12/2025	6	Rockford Career College	Y	Training and Development Specialists	Associate Business Administration	15	80	80	Alphastaff, American Resource Management Group, AT&T, Beloit Health System, Belvedere USA, Capital Realty Group, Circle of Wellness, Denny's Inc, E.D. Etnyre, Eclips, Inc., Ecobite, Inc., GE Aviation, GKN Rockford, Gleason Cutting Tools Corp., Great Clips, Heming, Inc., Hononegah Community High School, Howard Johnson Hotel, Illinois Water Technologies, Ingersoll Cutting Tool Co., J. Clark	Pending Re-certification	\$18,150	Degree	Associates Degree	520201	28	1	\$ 17.78	\$ 36,983	\$ 25.99	\$ 54,064	\$ 35.92	\$ 74,729	1,237	60	\$ 31.12	\$ 64,728	
119021	09/12/2025	6	Rockford Career College	Y	Construction Managers	Associate Construction Management	20	70	100	N/A	Pending Re-certification	\$16,150	Degree	Associates Degree	522001	41	2	\$ 33.08	\$ 68,806	\$ 49.66	\$ 109,291	\$ 60.78	\$ 126,421	1,098	93	\$ 53.17	\$ 110,583	
131071	09/12/2025	6	Rockford Career College	Y	Human Resources Specialists	Human Resource Administration	29	55	89	N/A	Pending Re-certification	\$18,300	Diploma	Technical Diploma	521001	65	2	\$ 23.39	\$ 48,644	\$ 30.74	\$ 63,949	\$ 38.26	\$ 75,573	1,050	180	\$ 35.42	\$ 73,691	
433031	09/13/2025	4	Rockford Career College	Y	Bookkeeping, Accounting, and Auditing Clerks	Accounting and Payroll Clerk	24	33	83	N/A	Pending Re-certification	\$17,150	Diploma	Technical Diploma	520302	167	-11	\$ 17.74	\$ 36,901	\$ 22.89	\$ 47,617	\$ 26.92	\$ 55,998	7,137	-432	\$ 23.99	\$ 49,892	
119111	09/14/2025	6	Rockford Career College	Y	Medical and Health Services Managers	Associate Healthcare Administration	24	75	90	Advanced Internal Medicine, Advocate Health Care - Dr. Ghani, MD, AFC Physical Medicine & Chiropractic, American Family Children's Hospital, Aunt Martha's Health and Wellness, Beloit Clinic, Covena Care Clinic, CGH Medical Center, Chiro-Works, Crusader Community Health, CS, Husum Donation Center, Davita - Roxbury, Davita Dialysis, DLX Medical Group, Genoa Healthcare, IDEXX,	Pending Re-certification	\$18,150	Degree	Associates Degree	510705	51	11	\$ 37.75	\$ 78,506	\$ 53.76	\$ 111,824	\$ 76.18	\$ 158,443	1,735	418	\$ 55.63	\$ 115,716	
319092	09/17/2025	4	Rockford Career College	Y	Medical Assistants	Associate Medical Assistant X-Ray Technician (Limited Scope)	0				Pending Re-certification	\$17,950	Degree	Associates Degree	510717	112	7	\$ 18.20	\$ 37,865	\$ 21.85	\$ 45,447	\$ 22.89	\$ 47,624	3,144	232	\$ 22.49	\$ 46,783	
232011	09/17/2025	5	Rockford Career College	Y	Paralegals and Legal Assistants	Associate Paralegal	2	100	100	Attorney Chester Chostner, Ballard Law Office, Boone County Public Defenders Office, Cohen, Donahue & Walsh, Daniel A. Lewandowski, Attorney at Law, DeKalb County State's Attorney's Office, Eric Pratt Law Firm, P.C., Gesler Law Office, P.C., Hinchaw & Culbertson,	Pending Re-certification	\$17,950	Degree	Associates Degree	230302	20	1	\$ 19.48	\$ 40,508	\$ 22.84	\$ 47,522	\$ 30.06	\$ 62,523	1,465	60	\$ 30.76	\$ 63,983	
499021	09/17/2025	5	Rockford Career College	Y	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Heating Ventilation, Air Conditioning and Refrigeration	113	41	75	Comfort Solutions Heating & A/C,	Pending Re-certification	\$26,000	Diploma	Technical Diploma	470201	40	3	\$ 24.52	\$ 51,007	\$ 39.05	\$ 81,204	\$ 48.12	\$ 100,102	1,096	72	\$ 35.37	\$ 73,551	
436013	09/17/2025	4	Rockford Career College	Y	Medical Secretaries and Administrative Assistants	Medical Office Billing and Coding	44	43	45		Pending Re-certification	\$22,750	Diploma	Technical Diploma	510714	71	1	\$ 18.01	\$ 37,459	\$ 19.77	\$ 41,122	\$ 21.82	\$ 45,388	2,056	41	\$ 22.20	\$ 46,173	
292099	09/17/2025	1	Rockford Career College	Y	Health Technologists and Technicians, All Other	Patient Care Technician	0	0	N/A	N/A	Pending Re-certification	\$18,150	Diploma	Technical Diploma	513902	11	0	\$ 18.27	\$ 38,001	\$ 22.02	\$ 45,810	\$ 28.35	\$ 58,958	437	39	\$ 24.48	\$ 50,917	
413091	09/17/2025	0	Rockford Career College	Y	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	Sales Management Diploma	0	0	N/A	N/A	Pending Re-certification	\$17,400	Diploma	Technical Diploma	521899	94	2	\$ 18.66	\$ 38,820	\$ 28.14	\$ 58,529	\$ 40.06	\$ 83,331	4,601	156	\$ 31.63	\$ 65,778	
514121	09/17/2025	4	Rockford Career College	Y	Welders, Cutters, Solderers, and Brazers	Welding Diploma	138	41	77	3M Corporation, 425 Manufacturing, Alumitank, Inc., Benson Stone Company, Circle Boring & Machine Co., Inc., Custom Fabricating Co. Custom Feeder Company, Dach Fence Company, Del Monte Foods, Dickey Staffing, Elburn Metal Stamping Inc, Farnchild Equipment, Franklin Display Group	Pending Re-certification	\$25,550	Diploma	Technical Diploma	480508	126	6	\$ 20.02	\$ 41,643	\$ 24.81	\$ 51,608	\$ 28.84	\$ 59,998	1,682	74	\$ 24.53	\$ 51,022	
319091	09/18/2025	4	Rockford Career College	Y	Dental Assistants	Dental Assistant	30	43	70	All Family Dental & Braces Rockford	Pending Re-certification	\$20,100	Diploma	Technical Diploma	510601	66	2	\$ 17.45	\$ 36,293	\$ 22.08	\$ 45,937	\$ 23.86	\$ 49,619	1,916	89	\$ 23.45	\$ 48,778	
436011	6/5/2026	1	Highland Community College	Y	Executive Secretaries and Executive Administrative Assistants	Certified Administrative Profession with (MOS) Associate	0	0	N/A	N/A	Pending Re-certification	\$3,790	Community College Certificate of Completion	Industry Recognized Certificate-International Assoc of Admin Prof (IAAP)	144201	28	-9	\$ 23.54	\$ 48,947	\$ 29.73	\$ 61,826	\$ 36.30	\$ 75,487	1,372	-444	\$ 36.54	\$ 76,013	
436011	6/5/2026	1	Highland Community College	Y	Executive Secretaries and Executive Administrative Assistants	Certified Administrative Professional with MOS Expert	0	0	N/A	N/A	Pending Re-certification	\$4,120	Community College Certificate of Completion	Industry Recognized Certificate-International Assoc of Admin Prof (IAAP)	520401	28	-9	\$ 23.54	\$ 48,947	\$ 29.73	\$ 61,826	\$ 36.30	\$ 75,487	1,372	-444	\$ 36.54	\$ 76,013	
433031	6/5/2026	0	Highland Community College	Y	Bookkeeping, Accounting, and Auditing Clerks	Certified Bookkeeper	0	0	N/A	N/A	Pending Re-certification	\$2,370	Community College Certificate of Completion	Industry Recognized Certificate- American Inst of Prof Bookkeepers (APIB)	520401	167	-11	\$ 17.74	\$ 36,901	\$ 22.89	\$ 47,617	\$ 26.92	\$ 55,998	7,137	-432	\$ 23.99	\$ 49,892	
292072	6/5/2026	1	Highland Community College	Y	Medical Records Specialists	Certified Electronic Health Records with Medical Terminology	0	0	N/A	N/A	Pending Re-certification	\$2,395	Community College Certificate of Completion	Industry Recognized Certificate- National Healthcareer Association (NHA)	510707	14	2	\$ 19.40	\$ 40,353	\$ 24.97	\$ 51,932	\$ 29.12	\$ 60,568	421	34	\$ 24.41	\$ 50,763	
292072	6/5/2026	1	Highland Community College	Y	Medical Records Specialists	Certified Electronic Health Records Specialist (CEHRS)	0	0	N/A	N/A	Pending Re-certification	\$2,195	Community College Certificate of Completion	Industry Recognized Certificate-National Healthcareer Association (NHA)	510707	14	2	\$ 19.40	\$ 40,353	\$ 24.97	\$ 51,932	\$ 29.12	\$ 60,568	421	34	\$ 24.41	\$ 50,763	
436013	6/5/2026	4	Highland Community College	Y	Medical Secretaries and Administrative Assistants	Certified Medical Admin Assist with Medical Billing/Coding	1	0	N/A	N/A	Pending Re-certification	\$3,995	Community College Certificate of Completion	Industry Recognized Certificate-National Healthcareer Association (NHA)	510714	71	1	\$ 18.01	\$ 37,459	\$ 19.77	\$ 41,122	\$ 21.82	\$ 45,388	2,056	41	\$ 22.20	\$ 46,173	
436013	3/4/2027	4	Highland Community College	Y	Medical Secretaries and Administrative Assistants	Certified Medical Administrative Assistant (CMAA)	0	0	N/A	N/A	Pending Re-certification	\$2,195	Community College Certificate of Completion	Industry Recognized Certificate-National Healthcareer Association (NHA)	510716	71	1	\$ 18.01	\$ 37,459	\$ 19.77	\$ 41,122	\$ 21.82	\$ 45,388	2,056	41	\$ 22.20	\$ 46,173	
292072	3/4/2027	1	Highland Community College	Y	Medical Records Specialists	Medical Billing and Coding	3	66%	N/A	N/A	Pending Re-certification	\$3,295	Community College Certificate of Completion	Industry Recognized Certificate-National Healthcareer Association (NHA), ANHA or AAPC	510713	14	2	\$ 19.40	\$ 40,353	\$ 24.97	\$ 51,932	\$ 29.12	\$ 60,568	421	34	\$ 24.41	\$ 50,763	



THE WORKFORCE CONNECTION BOARD
ACTION FORM

Agenda/Action Item: **Approval of Policy Changes**
Date: September 9, 2025

Point of Contact: Dr. Gina Caronna
Email: gcaronna@theworkforceconnection.org

Motion: Approve modifications to the following policy as presented:

- Follow-up Policy

Action Taken:

Approved **Not approved** **Amended as follows:**

WIOA Follow-Up Policy

Policy No. 2025-400-09
Effective Date 09/09/2025

PURPOSE

To consolidate The Workforce Connection, Inc. policies on WIOA Follow-Up Services into a single, comprehensive document. This document supersedes all previous policies related to 2016-400-08 Youth Follow-Up Policy and 2018-400-05 Adult and Dislocated Worker Follow-Up Policy.

REFERENCES

TEGL 16-16
TEGL 19-16
TEGL 21-16
IL WIOA Policy Chapter 4, Section 3
WIOA Final Rule 20 CFR 678.430(c); 680.150(c); 681.580

INTRODUCTION

This policy seeks to define what Follow-Up Services are appropriate and allowable for Adults, Dislocated Workers, and Youth participants, as well as when Follow-Up Services should be provided. Guidelines for Youth are provided as a separate section within this policy, as they differ from those prescribed for Adults and Dislocated Workers.

ADULTS AND DISLOCATED WORKERS

Adults and Dislocated Workers become eligible for twelve (12) months of follow-up services after the first day of unsubsidized employment. Examples of appropriate follow-up services to be made available include:

- Additional career planning
- Soft skills counseling for the workplace
- Information about additional education opportunities
- Referral to community resources

Note that WIOA-funded supportive services are not an eligible Follow-Up service for Adults and Dislocated Workers, since these supportive services require active enrollment in career services or training services to qualify.

- A minimum contact occurrence at least every thirty (30) days for the first three (3) months, then once a quarter for the remainder of the twelve (12) month period.
- Contact that requires interactive two-way communication by telephone conversation, text, Facebook, Instagram, in-person, or via email.
- Case notes that must contain documentation addressing the need and type of service provided.
- The Individual Employment Plan (IEP) must identify the service the participant will receive.
- If, after ninety (90) days following the first day of unsubsidized employment, a participant is unresponsive, follow-up contact attempts may cease, and Follow-Up Services can be closed in the Illinois Workforce Development System (IWDS), with documented attempts recorded in IWDS case notes.

YOUTH

Follow-up services are a requirement for youth programming. Youth become eligible for and are required to participate in twelve (12) months of follow-up services beginning at the time of exit. Once a youth is enrolled in follow-up services, he or she is no longer eligible for any WIOA work-based learning or ITA-funded activity.

Follow-up services may include the following elements, which must be offered every thirty (30) days:

- Supportive services
- Adult mentoring
- Financial literacy education
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career counseling and exploration.
- Activities that help youth prepare for and transition to postsecondary education and training
- Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.
- Incentives may be awarded for benchmarks achieved during follow-up if they were previously incorporated into the participant's Individual Service Strategy prior to exit (i.e., employment retention, unsubsidized employment, etc.) See Youth Incentives policy for more information.

Youth must be informed of the follow-up services available to them at the time of enrollment. Youth may elect to opt out of follow-up services at any point during program participation or after exit. Documentation must be included in each case file that:

- A) the participant was informed of the services available, and
- B) whether he or she chose to opt out of those services.

Circumstances in which it is permissible to close a youth out of follow-up are listed below, and documentation is required for each:

- Incarceration
- A health issue that negatively impacts the youth's ability to participate in the program
- Relocation out of the area
- The youth is deceased

If a Youth participant does not opt out of follow-up services but becomes unreachable during the 12-month follow-up period, Career Specialists must evidence all attempts to contact the participant in the Illinois Workforce Development System (IWDS). Examples of such contact attempts include:

- Phone calls – record a case note if the number has been changed or disconnected
- Email – provide a copy of the undeliverable message returned, if applicable
- Communication attempts made to additional contacts listed on the application
- Return to sender – copies of returned mailings

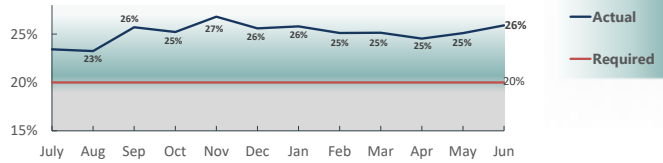
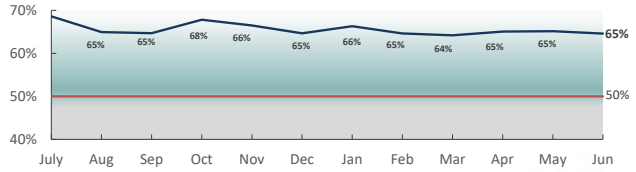
Career Specialists must attempt to locate and contact the Youth participant for a minimum of the first two (2) quarters after exit, and all efforts must be clearly documented in case notes. Unreciprocated attempts to engage the Youth participant in follow-up activities thereafter may result in the closure of the client's follow-up activity in IWDS.

June 2025 Finance Report Summary

Adult & DW Minimum Training Expenditure = 65%



Youth Work-based Learning = 26%

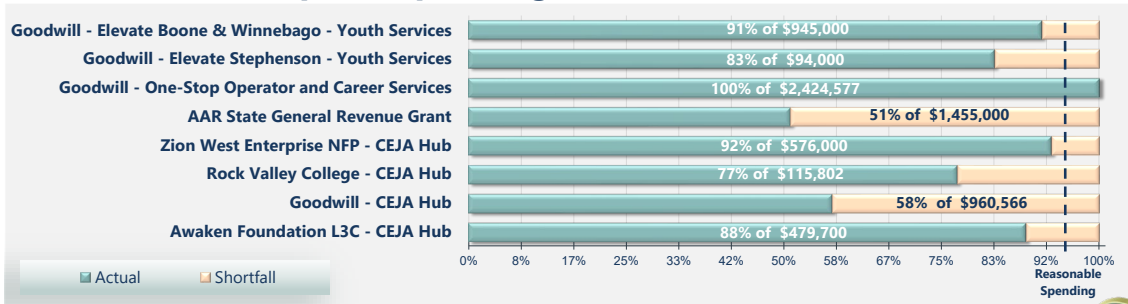


Actual Training Costs



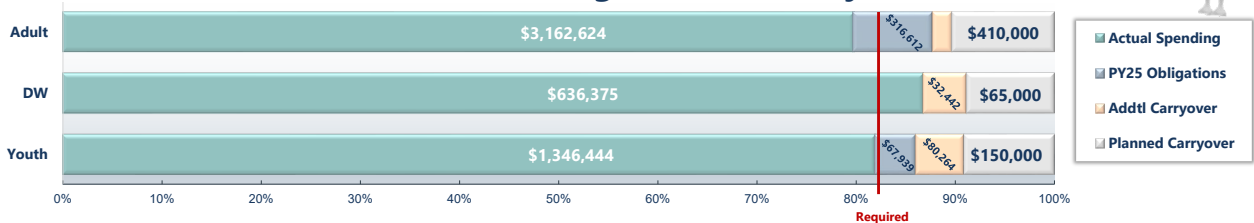
	Budget	Actual Costs	% Spent	Balance	
Adult Training	\$ 1,568,025	\$ 1,322,444	84%	\$ 245,581	} Combined Adult & DW Training Costs = 88%
Adult WEX/OJT	\$ 493,000	\$ 388,207	79%	\$ 104,793	
Dislocated Worker Training	\$ 211,861	\$ 190,146	90%	\$ 21,715	
Dislocated Worker WEX/OJT	\$ 55,000	\$ 37,976	69%	\$ 17,024	
Trade Grant Training	\$ 1,191,079	\$ 1,146,712	96%	\$ 44,367	
QUEST Grant Training	\$ 197,100	\$ 164,024	83%	\$ 33,076	
Quest WEX/OJT	\$ 223,300	\$ 197,892	89%	\$ 25,408	
State Emergency Grant Training	\$ 21,407	\$ 19,614	92%	\$ 1,793	} Youth Training Costs = 86%
Incumbent Worker Training	\$ 315,000	\$ 290,698	92%	\$ 24,302	
Youth Training	\$ 220,785	\$ 202,842	92%	\$ 17,943	
Youth WEX/OJT	\$ 290,000	\$ 235,971	81%	\$ 54,029	

Subrecipient Spending - Percent of Subaward

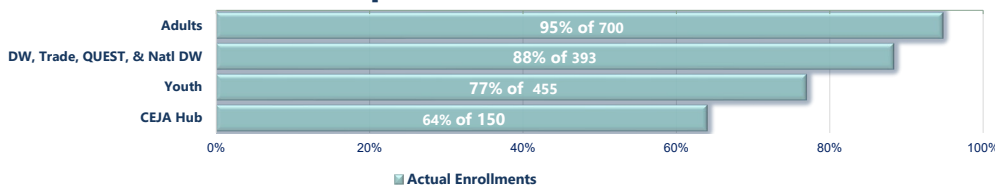


*Formula Funds Only

Actual Costs, PY25 Obligations & Carryover



Participant Service Levels



The Workforce Connection, Inc.
Expenditures by Grant/Funding Stream
PYTD as of 6/30/25

<u>Revenue</u>	<u>Administration</u>	<u>Adult</u>	<u>Dislocated Worker</u>	<u>Youth</u>	<u>Other Grants</u>	<u>Total</u>
Current Program Year Revenue	\$613,649	\$3,322,387	\$2,199,426	\$1,460,268	\$1,943,412	\$9,539,142
Carryover Funds	<u>\$282,475</u>	<u>\$645,414</u>	<u>\$672,677</u>	<u>\$184,379</u>	<u>\$3,231,941</u>	<u>\$5,016,886</u>
Total Grant/Funding	\$896,124	\$3,967,801	\$2,872,103	\$1,644,647	\$5,175,353	\$14,556,028
Expenses						
PYTD Expenses - Training Costs						
ITA Training Costs		\$1,306,357	\$1,471,491	\$185,893	\$0	\$2,963,742
Work Based Learning		\$495,360	\$419,413	\$235,971	\$284,061	\$1,434,805
Subawards		\$0	\$0	\$696,911	\$2,270,868	\$2,967,779
Supportive Services		<u>\$15,367</u>	<u>\$49,010</u>	<u>\$16,804</u>	<u>\$65,123</u>	<u>\$146,303</u>
Total Training Costs	\$0	\$1,817,084	\$1,939,914	\$1,135,578	\$2,620,052	\$7,512,629
Combined % of Expenditures Related to Training		65%				
Youth Work-based Learning %				26%		
\$ Amount of Training Funds Obligated		<u>\$1,851,349</u>	<u>\$1,906,363</u>	<u>\$1,200,313</u>	<u>\$4,302,975</u>	<u>\$9,261,000</u>
% of Training Funds Obligated		83%	93%	95%	91.0%	
PYTD Expenses - Staff & Other Program Costs						
TWC - Wages & Fringe	\$502,628	\$69,788	\$17,995	\$48,428	\$237,760	\$876,599
- Other Operating Costs	\$98,148	\$1,278	(\$1,163)	(\$2,379)	\$177,932	\$273,816
OSO - Wages & Fringe	\$0	\$584,117	\$453,994	\$104,930	\$0	\$1,143,041
- Other Operating Costs	\$0	\$690,357	\$266,075	\$59,886	\$1,940	\$1,018,257
Other Non-Training Costs	<u>\$0</u>	<u>\$0</u>	<u>\$16,265</u>	<u>\$0</u>	<u>\$0</u>	<u>\$16,265</u>
Total Staff & Other Program Costs	\$600,776	\$1,345,539	\$753,165	\$210,865	\$417,632	\$3,327,977
Total PYTD Expenses	<u>\$600,776</u>	<u>\$3,162,624</u>	<u>\$2,693,079</u>	<u>\$1,346,444</u>	<u>\$3,037,684</u>	<u>\$10,840,606</u>
Participant Service Levels						
- Planned (Annual)		700	393	455	150	
- Actual (YTD)		663	347	350	91	
		95%	88%	77%	61%	
Notes:						
Ⓢ The Percentage of Expenditures Related to Training must be at least 50% at yearend for the Adult and Dislocated Worker funding streams combined						
€ The Amount of Training Funds Obligated and the Percentage of Training Funds Obligated is based on the definition of training costs, including some subawards						
J The Percentage of Total Funds Obligated is based on the TWC approved budget						
OSO = One-stop Operator						

The Workforce Connection Inc
TWC Expenditures by Funding Stream
From 6/1/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	% of Budget
Expenditures				
Administration				
TWC - Wages & Fringe	39,362.29	502,628.24	281,516.00	178.54%
TWC - Other Operating Costs	7,864.02	98,147.83	108,158.00	90.74%
Unobligated Costs	0.00	0.00	506,450.00	0.00%
Total Admin	47,226.31	600,776.07	896,124.00	67.04%
Adult				
ITA Costs	110,085.45	1,306,357.42	1,554,692.00	84.02%
One-Stop Operator - Wages & Fringe	45,409.57	584,117.10	582,669.00	100.24%
One-Stop Operator - Other Oper Costs	70,969.62	690,356.75	669,388.00	103.13%
Other Non-Training Costs	0.00	0.00	500.00	0.00%
Supportive Services	1,022.49	15,366.72	12,833.00	119.74%
TWC - Wages & Fringe	7,868.55	69,787.64	58,000.00	120.32%
TWC - Other Operating Costs	(5,178.66)	1,277.99	21,719.00	5.88%
Unobligated Costs	0.00	0.00	410,000.00	0.00%
Work-Based Learning	(94.80)	495,360.22	658,000.00	75.28%
Total Adult	230,082.22	3,162,623.84	3,967,801.00	79.71%
Dislocated Worker				
ITA Costs	25,878.83	1,471,491.39	1,565,023.00	94.02%
One-Stop Operator - Wages & Fringe	20,743.17	453,993.54	426,200.00	106.52%
One-Stop Operator - Other Oper Costs	11,582.97	266,074.90	308,000.00	86.38%
Other Non-Training Costs	8,344.48	16,264.82	500.00	3,252.96%
Supportive Services	371.24	49,009.71	55,924.00	87.63%
TWC - Wages & Fringe	1,275.80	17,994.92	16,800.00	107.11%
TWC - Other Operating Costs	(850.54)	(1,163.31)	6,356.00	(18.30)%
Unobligated Costs	0.00	0.00	65,000.00	0.00%
Work-Based Learning	30,390.48	419,412.57	428,300.00	97.92%
Total DW	97,736.43	2,693,078.54	2,872,103.00	93.77%
Youth				
ITA Costs	23,004.61	185,892.98	200,000.00	92.94%
One-Stop Operator - Wages & Fringe	10,724.02	104,930.06	106,204.00	98.80%
One-Stop Operator - Other Oper Costs	6,496.48	59,886.07	58,896.00	101.68%
Other Non-Training Costs	0.00	0.00	2,285.00	0.00%
Supportive Services	4,430.81	16,803.81	18,500.00	90.83%
Subawards	58,141.31	696,910.68	761,500.00	91.51%
TWC - Wages & Fringe	7,009.58	48,428.09	41,700.00	116.13%
TWC - Other Operating Costs	(5,637.30)	(2,378.73)	15,562.00	(15.28)%
Unobligated Costs	0.00	0.00	150,000.00	0.00%
Work-Based Learning	31,998.85	235,970.97	290,000.00	81.36%
Total Youth	136,168.36	1,346,443.93	1,644,647.00	81.87%
Other Grants				
ITA Costs	0.00	0.00	19,000.00	0.00%
One-Stop Operator - Other Oper Costs	248.05	1,939.74	0.00	0.00%
Supportive Services	10,536.70	65,123.25	258,000.00	25.24%
Subawards	221,494.91	2,270,868.39	3,917,900.00	57.96%
TWC - Wages & Fringe	25,859.72	237,759.69	248,678.00	95.60%
TWC - Other Operating Costs	12,375.42	177,932.11	193,843.00	91.79%
Unobligated Costs	0.00	0.00	118,131.00	0.00%
Work-Based Learning	72,522.46	284,060.82	413,301.00	68.72%
Total Z-Other	343,037.26	3,037,684.00	5,168,853.00	58.77%
Total Expenditures	854,250.58	10,840,606.38	14,549,528.00	74.51%

The Workforce Connection Inc

TWC Expenditures by Categories

From 6/1/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	% of Budget
Expenditures				
ITA Costs				
Adult	110,085.45	1,306,357.42	1,554,692.00	84.02%
Dislocated Worker	25,878.83	1,471,491.39	1,565,023.00	94.02%
Youth	23,004.61	185,892.98	200,000.00	92.94%
Other Grants	0.00	0.00	19,000.00	0.00%
Total ITA Costs	158,968.89	2,963,741.79	3,338,715.00	88.77%
Supportive Services				
Adult	1,022.49	15,366.72	12,833.00	119.74%
Dislocated Worker	371.24	49,009.71	55,924.00	87.63%
Youth	4,430.81	16,803.81	18,500.00	90.83%
Other Grants	10,536.70	65,123.25	258,000.00	25.24%
Total Supportive Services	16,361.24	146,303.49	345,257.00	42.38%
Subawards				
Youth	58,141.31	696,910.68	761,500.00	91.51%
Other Grants	221,494.91	2,270,868.39	3,917,900.00	57.96%
Total Subawards	279,636.22	2,967,779.07	4,679,400.00	63.42%
Other Non-Training Exps				
Adult	0.00	0.00	500.00	0.00%
Dislocated Worker	8,344.48	16,264.82	500.00	3,252.96%
Youth	0.00	0.00	2,285.00	0.00%
Total Other Non-Training Exps	8,344.48	16,264.82	3,285.00	495.12%
OSO Personnel and Oper Exps				
Adult	116,379.19	1,274,473.85	1,252,057.00	101.79%
Dislocated Worker	32,326.14	720,068.44	734,200.00	98.07%
Youth	17,220.50	164,816.13	165,100.00	99.82%
Other Grants	248.05	1,939.74	0.00	0.00%
Total OSO Personnel and Oper Exps	166,173.88	2,161,298.16	2,151,357.00	100.46%
TWC Personnel and Oper Exps				
Administration	47,226.31	600,776.07	389,674.00	154.17%
Adult	2,689.89	71,065.63	79,719.00	89.14%
Dislocated Worker	425.26	16,831.61	23,156.00	72.68%
Youth	1,372.28	46,049.36	57,262.00	80.41%
Other Grants	38,235.14	415,691.80	442,521.00	93.93%
Total TWC Personnel and Oper Exps	89,948.88	1,150,414.47	992,332.00	115.93%
Unobligated Funds				
Administration	0.00	0.00	506,450.00	0.00%
Adult	0.00	0.00	410,000.00	0.00%
Dislocated Worker	0.00	0.00	65,000.00	0.00%
Youth	0.00	0.00	150,000.00	0.00%
Other Grants	0.00	0.00	118,131.00	0.00%
Total Unobligated Funds	0.00	0.00	1,249,581.00	0.00%
Work-based Learning				
Adult	(94.80)	495,360.22	658,000.00	75.28%
Dislocated Worker	30,390.48	419,412.57	428,300.00	97.92%
Youth	31,998.85	235,970.97	290,000.00	81.36%
Other Grants	72,522.46	284,060.82	413,301.00	68.72%
Total Work-based Learning	134,816.99	1,434,804.58	1,789,601.00	80.17%
Total Expenditures	854,250.58	10,840,606.38	14,549,528.00	74.51%

The Workforce Connection Inc
TWC Personnel & Operating Expenses
From 7/1/2025 Through 7/31/2025

	Current Period Actual	Current Year Actual	Total Budget	% of Budget
TWC Personnel and Operating Expenses				
Staff - Wages & Fringe				
Wages	44,454.04	722,947.12	688,738.00	104.96%
Fringe	12,061.36	210,166.86	196,899.00	106.73%
Total Staff	56,515.40	933,113.98	885,637.00	105.36%
Staff - Other Operating Costs				
Training and Conferences	469.83	15,093.23	14,000.00	107.80%
Mileage	0.00	1,775.78	3,000.00	59.19%
Supplies	0.00	11,394.77	12,400.00	91.89%
Equipment	0.00	3,663.08	5,000.00	73.26%
Dues-Subs-Memberships	1,445.80	7,108.19	21,300.00	33.37%
Outreach & Recruitment	0.00	250.00	0.00	0.00%
Printing	0.00	2,218.89	2,400.00	92.45%
Copier Maintenance	0.00	2,433.10	2,600.00	93.58%
Telephone	125.37	1,471.93	1,440.00	102.21%
Professional Services	195.11	119,544.41	139,950.00	85.41%
IT Costs	0.00	12,976.92	14,000.00	92.69%
Facility Costs	5,128.20	69,975.48	97,700.00	71.62%
Work Keys	0.00	668.00	4,500.00	14.84%
Total Staff-O	7,364.31	248,573.78	318,290.00	78.10%
Board Related Activities				
Training and Conferences	0.00	3,833.88	6,800.00	56.38%
Supplies	0.00	372.53	500.00	74.50%
Dues-Subs-Memberships	2,122.33	16,695.43	3,000.00	556.51%
Printing	0.00	663.00	500.00	132.60%
Professional Services	955.02	12,089.65	2,000.00	604.48%
Annual Meeting	0.00	1,290.00	0.00	0.00%
Total Staff-OB	3,077.35	34,944.49	12,800.00	273.00%
Total TWC Personnel and Operating Expenses	66,957.06	1,216,632.25	1,216,727.00	99.99%

The Workforce Connection, Inc.
 Unrestricted Fund
 Statement of Activities
 From 6/1/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual
Revenue		
Interest Income	21.28	211.80
Work Keys	504.00	7,599.00
Donations	0.00	2,500.00
Annual Meeting	0.00	0.00
Employer Forums	0.00	0.00
Fiscal Mgmt Income	1,100.00	10,990.00
Other Income	10,000.00	10,000.00
Indirect Cost Charges to AAR Grants	<u>0.00</u>	<u>0.00</u>
Total Revenue	<u>11,625.28</u>	<u>31,300.80</u>
Expenditures		
Work Keys		
ACT Fees - Work Keys	81.00	668.00
Goodwill OSO-CSP Costs - W/F	<u>248.05</u>	<u>1,939.74</u>
Total Work Keys Costs	329.05	2,607.74
TWC Staff Costs - Other		
TWC Staff Wages	573.57	4,619.29
TWC Staff Fringe	147.60	1,438.47
Training and Conferences	682.00	1,612.06
Mileage	0.00	0.29
Printing	0.00	0.36
Supplies	2.36	138.34
Dues-Subs-Memberships	0.00	45.86
Copier Maintenance	0.00	0.02
Facility Costs	37.42	472.59
Professional Services	4.43	300.24
Outreach & Recruitment	250.00	250.00
IT Costs	<u>57.53</u>	<u>84.08</u>
Total TWC Staff Costs - Other	1,754.91	8,961.60
TWC Board Activities		
Training and Conferences	0.00	240.00
Supplies	0.00	0.00
Professional Services	0.00	0.00
Annual Meeting Expenses	0.00	0.00
Total TWC Board Activities	<u>0.00</u>	<u>240.00</u>
Total Expenditures	<u>2,083.96</u>	<u>11,809.34</u>
Net Revenue over Expenditures	9,541.32	19,491.46
Beginning of Year Unrestricted Net Assets		<u>54,487.64</u>
Current Unrestricted Net Assets		<u>73,979.10</u>



COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS

Fund Name: Workforce Development Fund
QUARTERLY STATEMENT OF FUND ACTIVITY
Statement Period: April 01, 2025 through June 30, 2025

Dan White
The Workforce Connection
303 N. Main St., Ste. 300
Rockford, IL 61101

ACTIVITY SUMMARY

	CURRENT QUARTER	CALENDAR YTD
BEGINNING FUND BALANCE:	\$21,005.23	\$21,076.26
Receipts		
Investment Results	\$1,343.46	\$1,315.71
Total Receipts:	\$1,343.46	\$1,315.71
Distributions		
Fund Expenses	(\$42.98)	(\$86.26)
Total Distributions:	(\$42.98)	(\$86.26)
ENDING FUND BALANCE	\$22,305.71	\$22,305.71

ACTIVITY DETAIL

CONTRIBUTIONS

Date:	Donor:	Amount:
n/a	n/a	\$n/a
Total Contributions:		\$0.00

GRANTS

Date:	Grantee:	Description	Amount:
2025-05-14	The Workforce Connection Inc.	Workforce Development Fund; Annual Distribution	\$759.12
2025-06-25	The Workforce Connection Inc.	Cancel: Workforce Development Fund; Annual Distribution	\$-759.12
Total Grants:			\$0.00

Fund Created: May 05, 2009 Fund Group: Donor Designated Fund ID: 1141
Statement Generated: 07/31/2025

Community Foundation of Northern Illinois
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