

Access to the Board Operations Management Advisory Committee meeting is provided via teleconference online via <https://us02web.zoom.us/j/84745276640?pwd=1jvROqFYkbFbQar2W06OfL7sTaXNUh.1&from=addon> or by phone at +1 312 626 6799 with Meeting ID: 847 4527 6640 Passcode: 180502. Public comments may be submitted by email prior to the committee meeting, to be read during the public comment portion of the meeting. Public comment via email should be submitted by 2:00 p.m. on Friday, November 21, 2025, and sent to [COysti@TheWorkforceConnection.org](mailto:COysti@TheWorkforceConnection.org)



## **Board Operations Management Advisory Committee Meeting**

**The Workforce Connection, Inc.**

Local Workforce Innovation Board

Serving Boone, Stephenson, and Winnebago Counties

Meeting Date: Monday, November 24, 2025

Time: 3:00 pm – 3:45 pm

Location: Zoom – see link above

RSVP to: [coysti@theworkforceconnection.org](mailto:coysti@theworkforceconnection.org) or 815-395-6676

The Board Operations Management Committee consists of the officers of the Board and the Chairpersons of the Advisory Committees. This committee makes recommendations to the Board on policies necessary to address the workforce and related social issues in LWIA 3. The committee will review reports, recommendations, etc. from internal or external monitoring or audits and inform the Board on corrective action. The committee will review quarterly progress toward accomplishment of the Annual Plan and objectives, develop and oversee strategic plans, determine Advisory Committees needed to fulfill the strategic and operational objectives. This Committee is responsible for the TWC Board's staffing needs, recruit and hire the President & CEO of TWC Board; monitor and evaluate the President & CEO's activities. This committee will assist the Board Chair in setting the agendas for Board Meetings and oversee the participation of the members of the Board. The Board Operations Management Committee is chaired by the TWC Board Chair.

### **AGENDA**

1. Call to Order Michelle Cassaro, Board Chair
2. Review of October 27, 2025, Meeting Notes Michelle Cassaro
3. Board Member Update Dr. Gina Caronna, President & CEO
4. Request for Proposal – Office Space Lease Dr. Gina Caronna
5. President & CEO Update Dr. Gina Caronna
6. Other Business
7. Next Meeting: Monday, December 22, 2025
8. 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 within 72-hour notice. Additional reasonable accommodations will be made available upon request.*