

WORKFORCE DEVELOPMENT BOARD  
OF ROCK ISLAND, HENRY AND MERCER COUNTIES,  
NOT-FOR-PROFIT CORPORATION

Minutes

8:30 a. m. – 9:30 a. m., Wednesday, February 22, 2023

in-person and Microsoft Teams virtual meeting

**Annie Dorr, Amy Fort, Catherine Dorathy, Christine Gosney, Cory Bergfeld, Kristen Norvell, Russell Medley, Mark Evans, Kendra Diehl, Teresa Cherry, Jenny Miller, Al Zwilling, Lori Warren, Abby Cox, Richard Brunk**

**Action Item:**

- Minutes provided by Sarah Cleveland

**Motion to approve Minutes by Angie Zarvell, seconded by Christine Gosney. All in favor, motion carried.**

- WIPFLI review of Audit- Teresa Cherry

Fourth consecutive year RITCC has an audit with no findings. Net changes that have to do with the IMRF, the way our investments are getting money, we are showing an increase of +1.1 million. Clean Audit. WDB members received a copy prior to meeting. Mark Evans, very pleased with the audit. The concern he notes having is the funding of the pension liability, but this effects all business.

**Motion to approve WIPFLI Audit by Al Zwilling, seconded by Cory Bergfeld. All in favor motion carried.**

- Fiscal Policy updates

Changes include mostly small changes in Names. Section 101 Cash and Check Receipts, has a few changes to note. Section 102 Cash Disbursement has a change in process. Section 103 Payroll Section B has been totally removed due to Payrolling Agency.

**Motion to approve Fiscal Policy Changes by Cathy Dorathy motions, Mark Evans Seconds. All in favor, motion carried.**

- LWIB Approved Training: Bachelor of Science in Health Sciences: Medical Laboratory Science (MLS)- Lori Warren

New medical lab program offered at Trinity College of Nursing. 40 credit hour program, 80 hour general education required but will finish a bachelor's degree. It's about 3<sup>rd</sup> in line from nursing, already on the high demand occupation list for the State. Need board approval to spend funding on the program. Funding will be up to \$12,000.

**Motion to approve the acknowledgement of the training, and the active funding by Mark Evans, seconded by Abby Cox. All in favor, motion carried.**

- RFP amount for One-Stop Operator- Teresa Cherry

WIOA requires RFP for One-Stop Operator, we will advertise as of March 1<sup>st</sup>. Board will approve in May. This will be the 4<sup>th</sup> RFP, historically no one beyond RITCC submits a proposal. This year however, we are looking at a Consortium of Partners for the OSO.

- RFP for Employment and Payroll services- Teresa Cherry

Employment and Payroll Services RFP, we did a proposal for this a couple of years ago. Prior to that we put Work Experience participants on RITCC payroll. We worked with DCEO and put out a RFP. Manpower was the entity providing this service. This worked out well and we want to continue to solicit for the service.

Submitted by Sarah Cleveland

**Motion to approve both the One-Stop Operator and Employment and Payroll RFPs solicitation by Jenny Miller, second by Russell Medley. All in favor, motion carried.**

- Youth Workforce Investment Activities Contract Extension

Every two year we do a bid for Youth Workforce Investment providers. Historically we have three providers, Step Ahead, High Roads and BHC. The first year is the RFP, the second year is a request for contract extension. Everything is going well. Mark Evans: this is a normal procedure we have done.

**Motion to approve 1 year contract extension for the three providers by Al Zwilling, seconded by Abby Cox. Abstained by Angie Zarvell, and Barb Courville.**

**Committee Reports**

- **Oversight Committee** – Mark Evans

**Mark Evans:** we met with the auditors and are very pleased.

- Fiscal Agent reports provided by Teresa Cherry

Grant Standing as of 12/31/2022- review of current grant fundings to include (for each funding stream) funding period, Total Allocation, Expenditures to Date, Obligated, and Remaining Total. First grant is WIOA grant for PY 22, ending next year

Benchmark Report:

50% Direct Training Obligation is at 42%.

75% Out of School Youth requirement is at 100%

80% Spent and Obligated requirement:

Adult is at 26%, Dislocated Worker is at 6%, and Out of School Youth is at 54%.

No questions.

- Programmatic Performance: provided by Teresa Cherry

Teresa reviewed IWDS performance report, which shows failing 4 measures. She notes this is not unusual. She then compares the IPATS report which shows less failing measures. RITCC is doing okay with performance, but notes SAMS adjustment has not taken place yet. We have another 4-5 months to go for measures.

- **Youth Committee** – Al Zwilling

Monday January 23<sup>rd</sup>. First Action Item was to recommend to the WDB to approve extension of youth provider contract. Second Action Item, some WIOAs have a strategic plan, we are exploring this by looking at an example from New Jersey. We thought this was important to learn about more braiding funding and other options. Then we discussed exploring additional resources beyond WIOA. These conversations will continue in April. All youth providers are on target both financially and programmatically. We discussed DOL Apprenticeships and Teresa Cherry shared that there are non-DOL apprenticeships. Trying to identify who the US DOL Apprenticeship contact for the Local Area is.

- **Joint Services Committee** – Russell Medley

December 15, 2022: Teresa reported on Front-line staff meetings starting monthly. Holding Information Sessions at the One-Stop. Some enrollments are a little low, Teresa asked for partners to refer them to AJC. No major layoffs in the reason as of that time. Teresa chimed in to discuss a possible layoff at John Deere Seeding; but this could be an extended shut down. We do not have details yet.

BHC has a waitlist for GED. New Coordinator at Kewanee CEC is Valeria Painter. Barb Courville is officially replacing Glenda Nicke. IDES staff is moving into One-Stop. TANF does not have much new to report. Jenny Miller, Arc, reports a slow time for employment.

Discussed MOU budget and deadlines. Also discussed articles on labor report trends, they are decreasing and especially with men. Teresa is coming out to meet with a group of Economic Developers in April; they cover Rural Rock Island, Mercer, and Henry Counties so that they understand the services WIOA can provide.

- **Workforce Development Board governance and planning** –Teresa Cherry

- Memorandum of Understanding

Submitted by Sarah Cleveland

Second MOU meeting is next week. MOU needs to be developed, submitted to go into effect by July 1. The OSO proposals will go along with the MOU. Busy couple of months. WDB certifies OSO.

**Additions**

- Committee Strategic Planning

Mark did board work as Executive Director. Teresa has been working with Richard on looking at by-laws, and policies. Included in documents is a checklist of local board by-laws last updated 2016. As we look at some strategic planning, this is the first place to look. Teresa is asking WDB members to review for compliance and need. Going to spend time looking at our board itself, primarily business members. Teresa suggested looking at who we are, what we do, and how we do it. In May Teresa is looking forward to Annie Dorr doing a presentation to the board.

- Annual board approvals

Annual approvals of training providers and programs. RITCC will report on status of each. This will be presented in May.

**Additions:** March 6<sup>th</sup> DCEO monitors will be conducting monitoring.

**Adjourn:** Motion to adjourn by Jenny Miller, Second by Mark Evans. All in favor, motion carried.