



# City Council Meeting Agenda

City Hall, Second Floor  
425 E. State Street  
Rockford, IL 61104  
[www.rockfordil.gov](http://www.rockfordil.gov)

**Monday, January 12, 2026  
6:00 PM**

---

## Special Meeting

The following represents, in general, the chronological order of proceedings at the City Council/Committee Meetings: Call to Order, Invocation, Pledge of Allegiance, Public Speaking and City Council/Committee Agendas.

Meeting will be live streamed on Channel 17 and via this link:  
<https://rockfordil.legistar.com/Calendar.aspx>.

### **I. CALL TO ORDER**

#### **A. Roll Call**

### **II. NEW COMMITTEE REPORTS**

#### **A. Planning and Development Committee**

1. Approval of the Proposed Development Agreement with Rockford Brake Manufacturing at 302 Peoples Avenue in the amount of \$250,000. The funding source is 2025 and 2026 Casino Economic Development Funds. [25-00169](#)

#### **B. Code and Regulation Committee**

#### **C. Finance and Personnel Committee**

### **III. APPOINTMENTS**

1. Reappointment of Jillisa Bondurant to the Civilian Oversight Board for a three-year term ending December 2028. (Pursuant to Rule 18, this reappointment will be up for passage after January 14, 2026.) **26-00022**
2. Reappointment of Earl Curry to the Civilian Oversight Board for a three-year term ending December 2028. (Pursuant to Rule 18, this reappointment will be up for passage after January 14, 2026.) **26-00023**
3. Reappointment of Aaron Vaiden to the Civilian Oversight Board for a three-year term ending December 2028. (Pursuant to Rule 18, this reappointment will be up for passage after January 14, 2026.) **26-00024**

<b>City Council</b>	<b>Meeting Agenda</b>	<b>January 12, 2026</b>
4.	Appointment of Tiana McCall to the Community Action Agency Board to fill a vacant Private Sector position. This appointment is for a term ending December 2028. (Pursuant to Rule 18, this appointment will be up for passage after January 14, 2026.)	<b>26-00025</b>
5.	Appointment of Jeffrey Bailey to the Community Action Agency Board to fill a vacant Private Sector position. This appointment is for a term ending December 2028. (Pursuant to Rule 18, this appointment will be up for passage after January 14, 2026.)	<b>26-00026</b>
6.	Appointment of Shelton Kay to the Community Action Agency Board to fill a vacant Private Sector position. This appointment is for a term ending December 2028. (Pursuant to Rule 18, this appointment will be up for passage after January 14, 2026.)	<b>26-00027</b>
7.	Appointment of Mayte Naja to the Community Action Agency Board replacing Markayla Herbert, a Client Sector position. This appointment is for a term ending December 2028. (Pursuant to Rule 18, this appointment will be up for passage after January 14, 2026.)	<b>26-00028</b>
8.	Appointment of Alan Zais to the Community Action Agency Board replacing Steve Booth, a Client Sector position. This appointment is for a term ending December 2028. (Pursuant to Rule 18, this appointment will be up for passage after January 14, 2026.)	<b>26-00029</b>
9.	Reappointment of Mary Yoho to the Community Action Advisory Board for a Client Sector position. This reappointment is for a term ending July 2028. (Pursuant to Rule 18, this reappointment will be up for passage after January 14, 2026.)	<b>26-00030</b>
10.	Appointment of Dawnna Mims to the Human Resources Appeals Board, replacing Rhashonda Williams. This appointment is for a term ending September 2028. (Pursuant to Rule 18, this appointment will be up for passage after January 14, 2026.)	<b>26-00031</b>
11.	Reappointment of Sam Castree to the Human Resources Appeals Board for a term ending September 2028. (Pursuant to Rule 18, this reappointment will be up for passage after January 14, 2026.)	<b>26-00032</b>
12.	Reappointment of Ginnie Weckerly to the Human Resources Appeals Board for a term ending September 2028. (Pursuant to Rule 18, this reappointment will be up for passage after January 14, 2026.)	<b>26-00033</b>
13.	Appointment of Michael Laskonis to the Library Board replacing Brad Long. This appointment is for a term ending June 2026. (Pursuant to Rule 18, this appointment will be up for passage after January 14, 2026.)	<b>26-00034</b>

- |     |  |                 |
|-----|--|-----------------|
| 14. | Appointment of William Sprague to the Mechanical Board replacing Alise Howlett. This appointment is for a term ending January 2028. (Pursuant to Rule 18, this appointment will be up for passage after January 14, 2026.)   | <b>26-00035</b> |
| 15. | Appointment of Kristine Geddes to the Zoning Board of Appeals and Liquor and Tobacco Advisory Board, to fill the vacancy created by the resignation of Jarneise McNeal. This appointment is for a term ending October 2026. (Pursuant to Rule 18, this appointment will be up for passage after February 4, 2026.) | <b>26-00036</b> |
| 16. | Appointment of Tim Bragg to the Zoning Board of Appeals and Liquor and Tobacco Advisory Board, to fill the vacancy created by Kimberly Wheeler-Johnsen. This appointment is for a term ending June 2030. (Pursuant to Rule 18, this appointment will be up for passage after February 4, 2026.)                    | <b>26-00037</b> |
| 17. | Appointment of Erin Marshall to the Community Action Agency Board to fill a Public Sector position. This appointment is for a term ending January 2027. (Pursuant to Rule 18, this appointment will be up for passage after February 8, 2026.)   | <b>26-00038</b> |
| 18. | Reappointment of Dorothy Redd to the Community Action Agency Board to fill a Public Sector position. This appointment is for a term ending January 2027. (Pursuant to Rule 18, this reappointment will be up for passage after February 8, 2026.)  | <b>26-00039</b> |
| 19. | Reappointment of Gina DelRose to the Community Action Agency Board to fill a Public Sector position. This appointment is for a term ending January 2027. (Pursuant to Rule 18, this reappointment will be up for passage after February 8, 2026.)  | <b>26-00040</b> |

#### **IV. NEW BUSINESS ORDINANCES**

##### **A. Planning and Development Committee**

- |    |   |  |
|----|---|--|
| 1. | An ordinance approving the Development Agreement with Rockford Brake Manufacturing at 302 Peoples Avenue in the amount of \$250,000. The funding source is 2025 and 2026 Casino Economic Development Funds. | <b><u><a href="#">25-00176</a></u></b> |
|----|---|--|

##### **B. Code and Regulation Committee**

##### **C. Finance and Personnel Committee**

**V. CLOSED SESSION**

- 1. Motion to Convene into Closed Session in Order to Discuss Pending and/or Threatened Litigation**

**VI. ADJOURNMENT**

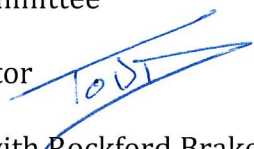
**THE CITY OF ROCKFORD INTENDS TO COMPLY WITH THE INTENT AND SPIRIT OF THE AMERICANS WITH DISABILITIES ACT. IF A SIGN LANGUAGE INTERPRETER, PERSONAL P.A. SYSTEM, OR OTHER SPECIAL ACCOMMODATIONS ARE NEEDED, PLEASE CALL THE LEGAL DEPARTMENT AT (779) 348-7391 AT LEAST 48 HOURS IN ADVANCE, SO WE CAN BE PREPARED TO ASSIST YOU.**



Thomas P. McNamara, Mayor

**MEMORANDUM**

TO: City Council  
Planning and Development Committee

FROM: Todd Cagnoni, City Administrator 

RE: Proposed funding agreement with Rockford Brake Manufacturing to support ongoing operation located at 302 Peoples Avenue.

DATE: December 19, 2025

---

For your consideration, is the proposed funding agreement with Rockford Brake Manufacturing to support ongoing operations located at 302 Peoples Avenue in the amount of \$250,000 utilizing Casino Economic Development funds.

Rockford Brake announced their operations on October 27, 2025, and re-introduce Gunitite brake drums. They are quickly establishing their market share and ramping up operations hiring over 100 employees, approximately 85% of which were previous employees at the site.

Rockford Brake Manufacturing is the exclusive producer of Gunitite brake drums for the heavy-duty trucking industry. The company operates one of the most vertically integrated foundries in the Midwest, managing all phases of production – from raw material processing to finished machining – all under one roof. The company's 619,000-square-foot facility sits on 41 acres and includes a grey iron foundry and machine shop. The Gunitite brand is recognized across the commercial vehicle industry for consistent quality and performance. The company maintains more than 80 individual drum patterns, producing brake drums using the same proven processes and tooling that have defined its legacy.

Up to this point they have shipped approximately \$600,000 of product to 14 different states, with over \$250K of booked sales prior to yearend with blanket orders for \$1M on their highest running product, supporting an anticipated \$1M per month being shipped in first quarter 2026.

Cash flow for startup businesses is always of high importance for continued success. The City's grant funding would be leveraged with multiple sources, including securing \$500,000 from Rockford Community Bank at the end of 2025 as they continue to build a sustaining capital through the first half of 2026.

Staff recommends approval of the proposed funding agreement as the request is consistent with City's efforts for community investment. Please let me know should you have any questions.

**COMMITTEE REPORT**

**TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:**

Council Members:

The Committee on Planning and Development, to whom was referred the matter of the approval of the Proposed Development Agreement with Rockford Brake Manufacturing at 302 Peoples Avenue in the amount of \$250,000, hereby begs leave to report **recommending approval** of the request as recommended.

---

Janessa Wilkins (Chair)

---

Tim Durkee (Vice Chair)

---

Karen Hoffman

---

Jaime Salgado

---

Gina Meeks

Committee Action Taken: January 12, 2026

Wilkins: Ayes:\_\_\_ Nays:\_\_\_ Absent:\_\_\_  
Durkee: Ayes:\_\_\_ Nays:\_\_\_ Absent:\_\_\_  
Hoffman: Ayes:\_\_\_ Nays:\_\_\_ Absent:\_\_\_  
Salgado: Ayes:\_\_\_ Nays:\_\_\_ Absent:\_\_\_  
Meeks: Ayes:\_\_\_ Nays:\_\_\_ Absent:\_\_\_

## **FUNDING AGREEMENT**

THIS AGREEMENT ("AGREEMENT"), entered into this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the City of Rockford, an Illinois municipal corporation ("City"), and Rockford Brake Manufacturing, Inc., an Illinois corporation ("Rockford Brake") at 302 Peoples Avenue, Rockford, Illinois, and with such entities collectively referred to in this Agreement as the "Parties".

### **RECITALS**

WHEREAS, the City has available funds as a result of Casino Economic Development Funding Plan to the benefit of the community and is allocating \$250,000 to assist Rockford Brake in manufacturing Gunitite Drums; and

WHEREAS, Rockford Brake manufactures Gunitite Drums at 302 Peoples Avenue employing hundreds of people; the City recognizes the need for assistance and the importance of the facility to the City of Rockford; and

WHEREAS, Rockford Brake is a start-up company and needs financial assistance while they are building up revenues and balancing cash flow and long-term stability of Rockford Brake; and

WHEREAS, Rockford Brake is dedicated to meeting the needs of the business community and their employees; and

WHEREAS, the City shall make a funding commitment to Rockford Brake in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) to support the establishment of Rockford Brake and the manufacturing of Gunitite Drums at 302 Peoples Avenue;

NOW, THEREFORE, BE IT RESOLVED, the City and Rockford Brake mutually agree as follows:

1. RECITALS. The above recitals are incorporated in this Agreement by this reference and made a part of this Agreement.
2. CITY RESPONSIBILITIES.
  - A. The City shall provide funding to Rockford Brake in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for operational costs related to the manufacturing of Gunitite Drums at 302 Peoples Avenue.
3. TERM. The term of this Agreement shall be for one (1) year from date of execution of this Agreement.
4. PAYMENTS. The City shall provide funds to Rockford Brake in one installment of Two

Hundred Fifty Thousand Dollars (\$250,000) within 60 days of approval and execution of this agreement.

5. FUNDING AND USE OF FUNDS.

- A. Rockford Brake shall remain open and manufacturing Gunite Drums for no less than 12 months from execution of the agreement.
  - B. Rockford Brake shall use funds solely for operation costs, including salary and benefits of employees and materials in the manufacturing of Gunite Drums.
  - C. All funds will be held, managed and expended by Rockford Brake and dedicated solely to this effort.
  - D. Rockford Brake shall provide appropriate documentation of eligible costs acceptable to the City, as requested by the City.
  - E. Any funds not utilized per the terms of this development agreement prior to the termination or expiration of this agreement shall be returned to the City.
6. DOCUMENTATION. Rockford Brake shall maintain documentation for all expenditures to verify payment of eligible costs. Rockford Brake shall provide documentation upon request from the City.
7. PERMITTING AND CODES. Rockford Brake comply with this Agreement and all applicable federal, state, county, municipal or administrative laws, ordinances, rules, regulations, codes and orders relating in any way to renovations including any historic preservation requirements.
8. INDEPENDENT CONTRACTOR. Rockford Brake shall perform as an independent contractor with sole control of the manner and means of performing the establishment of this Agreement. Rockford Brake shall complete this Agreement according to Rockford Brake's own means and methods of work, which shall be in the exclusive charge and control of Rockford Brake and which shall not be subject to control or supervision by the City except as to the result of the work. Rockford Brake is, for all purposes arising out of this Agreement, an independent contractor, and neither Rockford Brake employees shall be deemed an employee of the City, by reason of this Agreement.
9. INDEMNIFICATION AND INSURANCE. Rockford Brake, its subcontractors and agent(s), hereby release and convey and agree to indemnify and save harmless the City of Rockford, its representatives, officers, agents and employees from any and all claims, causes of action, demands for damages, suits, either in law or in equity, or expenses or liabilities of any kind, arising out of or by virtue of the execution and performance of this Agreement or any other Agreement entered into pursuant to this Agreement. In the event that any action or proceeding is brought against the City, its representatives, officers, agents and/or its employees by reason of any such claim or



demand, Rockford Brake will at its sole cost and expense, resist or defend such action or proceeding.

All insurance policies shall provide that they may not be cancelled or modified, except for increase in coverage, without thirty (30) days, prior-written notice to the City. All insurance required hereunder shall be by a company or companies licensed to conduct business in the State of Illinois.

10. NON-ASSIGNABILITY. This Agreement and the funding provided hereunder shall not be assignable, without the approval of the City, either by action of Rockford Brake or by operation and execution of this Agreement.

11. LEGAL COMPLIANCE. In all matters pertaining to this Agreement, Rockford Brake and the City shall conform strictly to all federal, state and municipal laws, applicable rules and regulations, and any and all amendments thereto, and to the methods and procedures of all governmental boards, bureaus, offices, commissions and other agencies.

12. NON-DISCRIMINATION. Rockford Brake agrees to comply and assure that no unlawful discrimination against any person or group of persons on account of race, sex, creed, color, age, handicap, or national origin shall be made in the provision of services, or in any other manner in performance of this Agreement.

13. CONFLICT OF INTEREST. The City and Rockford Brake hereby covenant and agree:

A. No member of the City Council, nor any other public official who exercises any functions or responsibilities with respect to this program during the individual's term or for one year thereafter, shall have any personal or financial interest, direct or indirect, other than the employee's salary, in any matter to be performed in connection with the assistance under this Agreement.

B. The provisions of subparagraph A shall also apply to employees of the Rockford Brake.

14. TERMINATION.

A. Events Causing Termination. This Agreement shall terminate upon any of the following events:

- i. Voluntary or involuntary dissolution of Rockford Brake, or a request from the Rockford Brake, granted by the City, to terminate its duties under this Agreement.
- ii. Termination by the City for cause pursuant to subparagraph (B) of this paragraph.

B. Termination for Cause. If, through any cause, Rockford Brake shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if Rockford Brake shall violate any of the covenants, agreements or stipulations of this contract,

the City shall give written notice to Rockford Brake of such violation. In the event that Rockford Brake neglects or refuses to correct or cure said violation to the satisfaction of the City within sixty (60) days of its receipt of notice, then to the extent that a material or substantive breach of this Agreement still exists as of said date, this Agreement shall be void and the parties shall be subject to the liabilities set forth below.

- C. Liabilities Upon Termination. In the event of termination, Rockford Brake shall be entitled to receive just and equitable compensation for any expenses properly incurred under this Agreement, prior to notice of termination. Notwithstanding the above Rockford Brake shall not be relieved of liability to the City damages sustained by the City by virtue of any breach of this Agreement, and the City may withhold any payments to Rockford Brake for the purpose of set off until such time as the exact amount of damages due the City from Rockford Brake is determined.
  - D. Remedies Other Than Termination. Should review of Rockford Brake performance show nonconformance to any terms or conditions herein, Rockford Brake shall be in breach of this Agreement, and the City may take appropriate actions as it deems necessary, including but not limited to temporary withholding or reduction of payment. The selection of a remedy other than termination shall not prevent the City from subsequently terminating this Agreement as described herein.
15. WAIVER. Either party to this Agreement may elect to waive any remedy it may enjoy hereunder, provided that such waiver shall be in writing. No such waiver shall obligate such party to waive any right or remedy hereunder, or shall be deemed to constitute a waiver of other rights and remedies provided said party under this Agreement.
16. ADMINISTRATION. The terms and provision of this Agreement shall be administered on behalf of the City by its Director of Community Development. Unless law otherwise requires, all necessary notices, submissions, and approvals shall be given to or by the Director.
17. NOTICES. All notices, approvals, demands, requests, or other documents required or permitted under this Agreement, other than routine communications necessary for the day-to-day operation of this program, shall be deemed properly given if hand delivered or sent by United States registered mail, postage prepaid, at the following addresses:

AS TO THE CITY:

Director,  
Community & Economic Development Department  
City of Rockford  
425 E. State Street  
Rockford, Illinois 61104

With copies to:

Legal Director  
City of Rockford  
425 E State Street  
Rockford, Illinois 61104

AS TO THE  
Rockford Brake:  
Paul Wright  
CEO  
302 Peoples Avenue  
Rockford, IL. 61107

18. **AMENDMENTS.** This Agreement may be amended by written instrument executed by the parties hereto, acting therein by their duly authorized representatives.

Any amendment(s) hereto must be approved by the City Council of the City of Rockford by resolution.

The City or Rockford Brake may request changes in the terms hereunder. Such changes, including any increase or decrease in the amount of compensation for Rockford Brake, which are mutually agreed upon by and between the City and Rockford Brake shall be incorporated in written amendments to this Agreement.

19. **SEVERABILITY.** If any term or provision of this Agreement or the application thereof to any person or circumstances, shall to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be effected thereby, and each remaining term and provision hereof shall be deemed valid and be enforced to the fullest extent permitted by law.
20. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois and the Ordinances of the City of Rockford.
21. **COUNTERPARTS.** This Agreement may be signed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
22. **ENTIRE AGREEMENT.** The parties acknowledge and agree that this Agreement represents the entire agreement between the parties.
23. **THIRD PARTY BENEFICIARY.** Nothing contained in this Agreement or any act of the City or Rockford Brake shall be deemed or construed by any of the parties hereto, or third persons to create any relationship of third party beneficiary, principal, or agent limited or general partnership, joint venture or any association or relationship involving the City.

24. **FORCE MAJEURE.** Neither party shall be liable or responsible to the other party, or be deemed to have defaulted under or breached this agreement, for any failure or delay to fulfill its obligations under this Agreement when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's reasonable control, including, but not limited to, the following force majeure events: acts of God, acts of the public enemy, wars, invasions, hostilities, state or federal governmental action, laws, orders, or rules, acts of terrorism, fires, floods, earthquakes, epidemics, pandemics, quarantine restrictions, national or regional emergencies, labor difficulties, freight embargoes, and transportation shortages. The party claiming excuse from performance ("Claiming Party") must take reasonable efforts to remove the cause of its inability to perform or its delay in performance. The Claiming Party must give prompt written notice to the other party of the Force Majeure Event, specifying its nature and anticipated duration, and provide an estimate of when performance may continue.

25. **AUTHORITY.**

- A. **Actions.** The City covenants to Rockford Brake and agrees that the City will take such actions as may be required and necessary to enable the City to execute this Agreement and to carry out fully and perform the terms, covenants, agreements, duties, and obligations on its part to be kept and performed as provided by the terms and provisions hereof.
- B. **Powers.** The City hereby represents and warrants to Rockford Brake that the City has full constitutional and lawful right, power, and authority under currently applicable law to execute, deliver, and perform the terms and obligations of this Agreement, and all of the foregoing have been or will be duly and validly authorized and approved by any necessary City proceedings, findings, and actions. Accordingly, this Agreement constitutes the legal, valid and binding obligation of the City, is enforceable in accordance with its terms and provisions, and does not require the consent of any other governmental authority. Rockford Brake hereby represents and warrants that it is a duly organized, validly existing Illinois corporation and that it has the right, power, and authority to execute, deliver, and perform the terms and obligations of this Agreement. This Agreement constitutes the legal, valid, and binding obligation of Rockford Brake, enforceable in accordance with its terms and provisions.

IN WITNESS WHEREOF, the City and Rockford Brake have executed this Agreement on the date above first written.

CITY OF ROCKFORD  
A Municipal Corporation

BY: \_\_\_\_\_  
Thomas P. McNamara, Mayor

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Angela L. Hammer, Legal Director

\_\_\_\_\_  
Date

Rockford Brake Manufacturing Inc.

BY: \_\_\_\_\_

\_\_\_\_\_  
Date

DRAFT



12/16/2025

Hi Todd,

I wanted to provide you a brief update on the business at Rockford Brake Manufacturing as we continue to work through our start-up

After our announcement on October 27<sup>th</sup> it's been a great effort by everyone on the team to establish Rockford Brake in the market, and re-introduce Gunite brake drums. Our team has quickly grown to over 100 members, approximately 85% of those up to this point had previously been employees at the site.

We had heard from many sources who had reviewed purchasing the business that it could never be restarted, or that it would take 6 months and \$30M to do so. The Rockford Brake team executed our start up on time and on budget, less than 6 weeks and \$3M later we started into production, successfully producing approximately 10,000 brake drums in a little over a week. Our start-up model involves the same team members moving from one side of the facility to the other, where they finish machine the products we produce in the foundry. We were able to successfully start the CNC assets and machine and package the drums, the majority of which have already been shipped to customers.

It was critical that we were able to finish two campaigns to fully cure the melting cupola and furnace before the weather turned to consistently below zero, we restarted the foundry in early December, producing approximately 20,000 castings prior to completing our run on December 19<sup>th</sup>. This second run doubled our output entirely through productivity, and included shifts of over 2,500 pieces moving closer to the historical rates of production of the business that are needed for the business to hit it's profitability goals.

Up to this point we have shipped approximately \$600,000 of product to 14 different states, with over \$250K of booked sales prior to year end. We have also received blanket orders for \$1M on our highest running product, and have submitted our production samples to our OEM truck

Rockford Brake Manufacturing  
302 Peoples Avenue  
Rockford, IL, 61104

(855) DRUM-RBM  
[www.RockfordBrake.com](http://www.RockfordBrake.com)



customer, that will provide ongoing revenue of approximately \$1M per month that we expect to begin shipping in 1Q26.

As we expected in our plan our cash consumption is higher than our revenue until the middle of next year and we continue to work with multiple sources on investment in the business, in conversations with Rockford community bank we have been able to secure \$0.5M in financing prior to year end, with the expectation that our small business loan funds become available in early 1Q25, that should provide the bridge allowing us to leverage our assets to fully collateralize the assets we continue to build in working capital. We're thankful for the continued support of the community of the community as we continue to move forwards.

I'd invite you and all your colleagues at the City of Rockford to follow The Rockford Brake Manufacturing LinkedIn page <https://www.linkedin.com/company/rockford-brake> which is now up to almost 700 followers to continue to stay updated with our story. America loves a comeback story, we're giving them one

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Wright", with a stylized, flowing script.

Paul Wright  
CEO

Rockford Brake Manufacturing  
302 Peoples Avenue  
Rockford, IL, 61104

(855) DRUM-RBM  
[www.RockfordBrake.com](http://www.RockfordBrake.com)



Thomas P. McNamara  
Mayor  
Office of the Mayor

DATE: December 15, 2025; Revised - January 12, 2026

TO: Rockford City Council

FROM: Mayor Thomas P. McNamara

RE: Board Appointment and Reappointments

---

**Civilian Oversight Board:**

- I hereby **reappoint**, with your approval, Jillisa Bondurant, Earl Curry, and Aaron Vaiden; terms ending December 2028.

**Community Action Advisory Board:**

- I hereby **appoint**, with your approval, Tiana McCall, Jeffrey Bailey, and Shelton Kay to fill vacant Private Sector positions; terms ending December 2028.
- I hereby **appoint**, with your approval, Mayte Naja and Alan Zais, replacing Markayla Herbert and Steve Booth, to Client Sector positions; terms ending December 2028.
- I hereby **reappoint**, with your approval, Mary Yoho to a Client Sector position; term ending July 2028.
- I hereby **appoint**, with your approval, Gina DelRose, Erin Marshall, and Dorothy Redd to Public Sector positions; terms ending May 2026.

**HR Appeals Board:**

- I hereby **appoint**, with your approval, Dawnna Mims, replacing Rhashonda Williams; term ends September 2028.
- I hereby **reappoint**, with your approval, Sam Castree and Ginnie Weckerly; both terms ending September 2028.

**Library Board:**

- I hereby **appoint**, with your approval, Michael Laskonis, replacing Brad Long; term ending June 2026.





*Thomas P. McNamara  
Mayor  
Office of the Mayor*

**Mechanical Board:**

- I hereby **appoint**, with your approval, William Sprague, replacing Alise Howlett; term ending January 2028.

-Resumes / profiles for new appointments are attached for your review.

Pursuant to city code section 2-42, rule 18, these appointments will be laid over for 30 days.

Thank you for your consideration.

# Jillisa Bondurant

Children's Safe Harbor, Executive Director

Jillisa@ChildrensSafeHarbor.net

<https://www.linkedin.com/in/jillisabondurant/>

**Effective leadership and management of staff and volunteers** for the purpose of facilitating the best outcomes for survivors of violence and all family members

**Developing and implementing advocacy program initiatives** to expand on program enhancements, training innovation, volunteer & staff support, as well as public relations

**Refined relationship-building skills** and experience working collaboratively with various agencies and opposing views

## PROFESSIONAL EXPERIENCE

### Executive Director

Children's Safe Harbor, Rockford, IL March 2022-Present

- Partners with the board to develop and implement policies, procedures and programs regarding the operation, management, and growth of services
- Cultivate and maintain donor, community, and court relationships
- Manage grants, funding streams, and fiscal duties
- Participate in outreach efforts
- Facilitate Staff meetings

### Program Director/Interim Executive Director

Winnebago County CASA, Rockford, IL 2019-2022

Oversee the operations, administration, and implementation of program development to further our growth and mission; as well as being the spoke person for CASA

- Partners with the board to develop and implement policies, procedures and programs regarding the recruiting, screening, training, retention, and mission of the CASA Program
- Supervision of four CASA direct support staff; in addition to the Training and Retention Coordinator; Marketing Coordinator; Recruitment and Outreach Coordinator; Educational Liaison; and Administrative Assistant
- Cultivate and maintain donor, community, and court relationships
- Manage grants, funding streams, and fiscal duties
- Participate in recruitment events and outreach efforts
- Facilitate Staff meetings and lead DEI initiatives and trainings

### Advocate Facilitator

Winnebago County CASA, Rockford, IL 2017-2019

Served as the office manager and maintained prior case management duties, as well as focused on program growth and development

- Support office staff
- Analyze and assign families based on case specifics and individual advocate effectiveness maintained a working knowledge of all cases and needs of our volunteers
- Promote positive working relationships with affiliated agencies and workers

## HIGHLIGHTS

Leading the organization in IL CASA's quality control and compliance audit.

Initiated and developed an automated process of donor records and management

Manage and monitor large state and federal grants exceeding \$500,000

Managed the transition to paperless filing during COVID-19

## EDUCATION

**Bachelor of Arts: Sociology-2012**

Western Illinois University, Macomb

**Bachelor of Science: Psychology-2011**

Western Illinois University, Macomb

## COMMUNITY LEADERSHIP

Winnebago County Action Team

Rockford Chamber's Lead 360

Family Violence Coordinating Council

Maternal Child Health Steering Committee

Domestic and Community Violence Prevention Task Force

Victim Safety & Security Committee

## SKILLS

Public Relations

Customer Service/Relations

Collaboration

Critical Thinking

Conflict Resolution

Public Speaking/Presentations

Advocate Training and Development

Salesforce CRM Administrator

Social media content contributor

## Advocate Supervisor

### Winnebago County CASA, Rockford, IL 2013–2017

Managed diverse community trained volunteers to advocate in the courtroom for abused and neglected children by building rapport and representing children through reports, visits, and clinical staff meetings

- Coordinated with child welfare specialists and attorneys to assess the best interest of the child(ren) and advised advocates as they provided support during life events and navigating the court process
- Investigated, reported, edited, and prepared written documentation to the courts regarding the status of abuse/neglect cases
- Facilitated conflict resolution between agencies, families, and advocates

# EARL D. CURRY

Rockford, IL 61103

Mr.curry201@gmail.com

Objective: To continue my career in a challenging atmosphere that will allow me to grow as a professional and to improve the quality of life for the clients and employees whom I serve.

## EXPERIENCE

### AUGUST 2018-CURRENT

#### CLINICAL DIRECTOR OF BEHAVIORAL HEALTH, ALDEN DEBES/PARK STRATHMOOR

- \* Clinical Director of Behavioral Health Services
- \* Responsible for personnel decision within the department
- \* Supervisor of a team consisting of counselors, nurses, CNAs, maintenance and hospitality workers overseeing 100+ residents between multiple locations.
- \* Provided curriculum and training for staff throughout the organization
- \* Implemented evidenced based practiced such as DBT/CBT programming throughout the behavior health units

### OCTOBER 2011 - AUGUST 2018

#### SUBSTANCE ABUSE COUNSELOR, ROSECRANCE

- \* Teaching, counseling, mentoring at-risk youths and adult clients
- \* Managed a caseload of clients and assisted them in successfully navigating the program.
- \* Performed individual and family sessions for clients on my caseload
- \* Developed leadership role by providing training and guidance for staff.
- \* Contributed to helping the organization increase their ability to work with racially and ethnically diverse clients
- \* Diffusing conflict and resolving crisis situations among clients
- \* Provided guidance and motivation to prepare student to succeed in their future
- \* Maintained a professional relationship with clients and their families
- \* Built relationships with clients by having compassion and showing empathy towards their respective situations
- \* Knowledgeable in the 12-step recovery process

### MAY 2010 - OCTOBER 2011

#### SUBSTANCE ABUSE COUNSELOR, REMEDIES RENEWING LIVES

- \* counselor in an outpatient substance abuse program
- \* performed individual and group counseling sessions with an adult caseload
- \* Developed positive relationships with other professionals such as probations officers
- \* Worked with individuals involved in the criminal justice system

**JUNE 2006-MAY 2011**

**PROGRAM SPECIALIST, ROCK RIVER ACADEMY AND RESIDENTIAL CENTER**

- \* Served as supervisor of up to 20 others
- \* Created a safe and therapeutic environment for residents to progress
- \* Facilitated group, family, and individual therapy sessions
- \* Elected as the Joint Safety Initiative Chairman by coworkers
- \* Assisted children with various mental and social problems
- \* Implement structured activities
- \* Help at-risk teenagers develop into more productive adults
- \* Worked as part of a team to create a positive learning environment, while also working to eliminate behavioral problems

## **EDUCATION**

**JAN 2021**

**MASTER OF BUSINESS ADMINISTRATION, JUDSON UNIVERSITY**

**MAY 2018**

**MASTERS OF HUMAN SERVICES ADMINISTRATION, JUDSON UNIVERSITY,  
ROCKFORD, IL**

**2016**

**BACHELORS OF SCIENCE IN CRIMINAL JUSTICE AND LEADERSHIP, RASMUSSEN  
COLLEGE, ROCKFORD, IL**

## **SKILLS**

- Management and supervisor abilities
- Over fifteen years' experience working with individuals struggling with significant mental illness
- Experience counseling and mentoring other professionals in the field
- CPI certified instructor
- Enthusiastic, personable, and professional in appearance and manner
- Works well with people of all different races, gender, and beliefs
- Experience with evidenced based treatment curriculum

# AARON VAIDEN

---

Rockford, IL 61107 •

• aaronbvaiden@gmail.com

## Professional Summary

Resourceful Manager with experience deploying both new and existing continuous improvement models. Effective leader and problem-solver dedicated to streamlining processes to decrease costs and promote organizational efficiency. Hardworking project manager with experience leading large cross-functional teams to ensure success of multi-million-dollar projects.

## Skills

- Performance monitoring
- Process Engineering
- Lean / Six Sigma
- Data Collection & Research
- Cross functional Team Builder
- Project Management

## Work History

**Project Management Team Leader**, 05/2019 to Current

**FIELD FASTENER – IL**

- Provided leadership to the Project Management Team with responsibility for coaching and guiding other project managers, as well as directing cross-functional teams
- Effectively worked with cross-functional teams to drive results and accountability
- Served as face of the business, interacting directly with customers to ensure the seamless onboarding of new business
- Oversaw implementation of \$8 million of new business, representing 8% growth in revenue, with additional growth on the horizon
- Developed comprehensive continuous improvement plan to implement Lean Six Sigma principles within the business.

**Strategic Program Manager**, 06/2018 to 05/2019

**OSF HEALTHCARE – Rockford, IL**

- Responsible for deployment of continuous improvement model at four medical centers throughout Northern Illinois and Upper Peninsula Michigan
- Provided coaching and leadership for four Six Sigma Black Belts and ensured success of their projects
- Strategically selected continuous improvement projects to ensure alignment with operating plan and organizational goals
- Developed innovative model to enhance patient experience at new health center in Streator, IL
- Served as trainer for new Six Sigma Black and Green Belts
- Worked with leaders in multiple functional areas to identify and capitalize on opportunities for improvement.

**Six Sigma Black Belt Project Manager**, 05/2016 to 06/2018

**OSF SAINT ANTHONY MEDICAL CENTER** – Rockford, IL

- Led continuous improvement projects to accomplish measurable, clinical, and business process improvements
- Deployed rapid improvement methodology to achieve organization's key results
- As project manager, led cross-functional team of managers, directors, and executives to ensure successful opening of a new 78-bed facility at the medical center
- Planned and oversaw efficient movement of patients between nursing units during a multi-year remodeling project at the medical center
- Ensured successful implementation of new or improved processes, through implementation of change management and project management principles
- Trained and coached team members from other departments on LEAN and Six Sigma methodologies, to support continuous improvement in their departments.

**Business Development Specialist**, 04/2014 to 04/2016

**OSF HEALTHCARE** – Rockford, IL

- Increased regional, inpatient, referral volumes for assigned territory by over 25%
- Developed relationships with leaders at healthcare facilities and local businesses throughout OSF HealthCare Northern Region
- Collected and analyzed regional referral data, in order to identify development opportunities for OSF Saint Anthony Medical Center
- Managed complex book of business for a portion of the OSF HealthCare Northern Region
- Participated in community outreach and networking opportunities, to increase visibility for OSF Saint Anthony Medical Center and develop beneficial relationships with community stakeholders.

**Guest Relations Coordinator**, 07/2013 to 04/2014

**OSF HEALTHCARE SAINT ANTHONY MEDICAL CENTER** – Rockford, IL

- Developed positive relationships with patients and responded promptly to concerns about quality of medical care provided
- Identified opportunities to improve patient outcomes, patient satisfaction and utilization of medical center's resources
- Participated in investigation and resolution of grievance cases in accordance with CMS guidelines
- Supported/coordinated education, research, data management and reporting.

## **Education**

**Master of Business Administration**: 03/2021

**Liberty University** - Lynchburg, VA

**Master of Public Administration**: 05/2013

**University of Illinois at Springfield** - Springfield, IL

**Bachelor of Arts**: Political Science, Communications and Philosophy, 05/2010

**University of Illinois at Urbana-Champaign** - Champaign, IL

# City of Rockford Health & Human Services

## CAA Board Member Profile



Name: Tiana McCall Home Address: Rockford, IL  
Email Address: Tiana.McCall5@gmail.com Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Employer: CMCE Work Phone: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Title: Principle Consultant Job Description: \_\_\_\_\_

Gender: ☐ Male ☒ Female Age: \_\_\_\_\_ Education: Post-graduate  
Specialized degrees, trainings or certifications held: MBA

Race: Check only one

- ☐ Native American/Alaskan (Indian or Eskimo) Tribal Affiliation ☐ Yes ☐ No  
☒ Black/African American ☐ Asian ☐ Native Hawaiian/Pacific Islander  
☐ White

Ethnicity: ☐ Hispanic ☒ Non Hispanic

Do you need special accommodations such as a wheelchair, interpreter etc.? ☐ Yes ☒ No

If yes, please specify: \_\_\_\_\_

Where do you volunteer and what do you do with those organizations? Rockford Public School Board, former VP; GoRockford former President, current VP;

Below is a list of areas where the Department needs assistance with. Please check the ones you would like to offer your assistance with:

Advocacy Public Awareness Committee ☒

Legal/Technical Review Committee ☐

Community Relations Committee



# City of Rockford Health & Human Services

## CAA Board Member Profile



Name: Jeffrey Bailey Home Address: \_\_\_\_\_  
Email Address: jdbail944@gmail.com Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Title: \_\_\_\_\_ Job Description: Advocacy

Gender: ☒ Male ☐ Female Age: \_\_\_\_\_ Education: \_\_\_\_\_

Specialized degrees, trainings or certifications held: Quality Mgmt

Race: Check only one

- ☐ Native American/Alaskan (Indian or Eskimo) Tribal Affiliation ☐ Yes ☐ No  
☒ Black/African American ☐ Asian ☐ Native Hawaiian/Pacific Islander  
☐ White

Ethnicity: ☐ Hispanic ☒ Non Hispanic

Do you need special accommodations such as a wheelchair, interpreter etc.? ☐ Yes ☒ No

If yes, please specify: \_\_\_\_\_

Where do you volunteer and what do you do with those organizations? NICNE, Sustain Rkfd, CFNIL

Below is a list of areas where the Department needs assistance with. Please check the ones you would like to offer your assistance with:

- Advocacy Public Awareness Committee ☒  
Legal/Technical Review Committee ☐  
Community Relations Committee ☒



City of Rockford Health & Human Services  
CAA Board Member Profile

<b>Name:</b> Shelton Kay	<b>Home Address:</b> Rockford IL 61101
<b>Email Address:</b> Shelton@Rockfordhealth.org	<b>Home Phone:</b>  <b>Cell Phone:</b> 
<b>Employer:</b> Rockford Regional Health Council <b>Title:</b> Executive Director	<b>Work Address:</b> Rockford 61107 <b>Work Phone:</b>
<b>Job Description:</b> Director	
<b>Demographic Information:</b> <b>Gender:</b> Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> <b>Age:</b> 70 <b>Education:</b> B.A. <b>Race/Ethnicity</b> (check only one) : Caucasian <input type="checkbox"/> African American <input checked="" type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/>	
<b>Do you have a disability:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Do you need special accommodations such as a wheelchair, interpreter etc.?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>If yes, please specify:</b>	
<b>Where do you volunteer and what do you do with those organizations?</b> CCS, Remedies Renewing Lives, GoRockford - Board Member	
<b>Specialized degrees, trainings or certifications held:</b>	
<b>Below is a list of areas where the Department needs assistance with. Please place a check mark next to the ones you would like to offer your assistance with:</b>  Advocacy Public Awareness Committee <input checked="" type="checkbox"/> Legal/Technical Review Committee <input type="checkbox"/> Community Relations Committee <input checked="" type="checkbox"/>	

# City of Rockford Health & Human Services

## CAA Board Member Profile



Name: Mayte Naja

Home Address: ockford IL 61107

Email Address: Yurimaydos@gmail.com

Cell Phone: Other Phone:

Employer Visiting Angels Work Phone:

Work Address:

Title: Caregiver

Job Description: Assistant

Gender: ☐ Male ☒ Female Age: Education: Custom

Specialized degrees, trainings or certifications held: Real Estate License / Caregiver License

Race: Check only one

☐ Native American/Alaskan (Indian or Eskimo) Tribal Affiliation Yes ☐ No ☒

☐ Black/African American ☐ Asian ☐ Native Hawaiian/Pacific Islander

☒ White

Ethnicity: ☒ Hispanic ☐ Non Hispanic

Do you need special accommodations such as a wheelchair, interpreter etc.? ☐ Yes ☒ No

If yes, please specify: Custom

Where do you volunteer and what do you do with those organizations? PACE, Policy Council, IB Conklin

Below is a list of areas where the Department needs assistance with. Please check the ones you would like to offer your assistance with:

Advocacy Public Awareness Committee ☒

Legal/Technical Review Committee ☒

Community Relations Committee ☒



Winnebago County Housing Authority



815-963-2133



815-316-2860



wchauthority.com



**BOONE COUNTY  
HOUSING AUTHORITY**

July 9, 2025

Community Action Board  
City of Rockford  
425 East State Street  
Rockford, Illinois 61104

Dear Community Action Board,

Thank you for the opportunity for Alan Zais to serve on the board of the Community Action Agency (CAA).

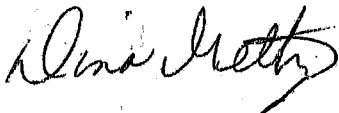
The CAA is the designated agency for Winnebago and Boone Counties, and through his 26 year career as the Executive Director of the Winnebago County (WCHA) and the Boone County Housing Authorities (BCHA), Alan will bring the representation of these two counties in service to CAA. In addition to the housing assistance programs of the two agencies, WCHA and BCHA also represent the first of only two Moving To Work Regional Public Housing Authorities in the nation, which include unique rental assistance programs that have been designed to the specific needs of our communities. The housing authorities also include community health support, energy and utility assistance programs and community action programs, as found in the CAA's mission.

Alan can also bring a history of community service to CAA:

Illinois Housing Development Authority, Affordable Housing Advisory Commission  
National Association of Housing and Redevelopment Officials, Board of Governors  
National Association of Housing and Redevelopment Officials, North Central Regional  
Council; Immediate Past President  
National Association of Housing and Redevelopment Officials, State of Illinois; Senior Vice  
President  
RAMP, Immediate Past President  
Order of St. Francis College of Nursing, Immediate Past President  
Rockford Apartment Association, Board Director  
Rockford Crimestoppers  
Winnebago County Opioid Fatality Review Team  
Freeport Area Landlords Association

For this background and service, the WCHA and the BCHA boards are pleased to  
recommend Alan for appointment to the board of the Community Action Agency.

Sincerely,



Dina Getty  
Chair, WCHA Board of Directors

Sincerely,



Allen Sisson  
Chair, BCHA Board of Directors

# City of Rockford Health & Human Services

## CAA Board Member Profile



Name: Alan Zais Home Address: Illinois, 61067

Email Address: azais@wchauthority.com Cell Phone:

Employer: Winnebago and Boone County Housing Authority Work Phone:

Work Address:

Title: Executive Director Job Description: Administration of public housing programs in Winnebago, Boone, Stephenson, Jo Daviess, Carroll, Ogle and Dekalb counties.

Gender: ☒ Male ☐ Female Age: Education: MPA

Specialized degrees, trainings or certifications held: \_\_\_\_\_

Achieving Excellence in Community Development, Harvard Kennedy School of Government, Cambridge, Massachusetts; October, 2013

California Tax Credit Allocation Certification, 2023.

Hearing Officer Specialist, 2012, NAHRO, national program.

Low Income Housing Tax Credit Specialist, 2011, National Association for Housing Management, national program.

Project Based Accounting for PHAs Specialist, 2008, Nan McKay and Associates, national program.

Housing Choice Voucher Financial Management and Reporting, 2009, Nan McKay and Associates, national program.

Public Housing Executive Management, 2006, Nan McKay and Associates, national program.

Capital Fund Program Specialist, 2006, NAHRO, national program.

Senior Professional Housing Manager, 2000, National Association of Housing and Redevelopment Officials (NAHRO) national program.

Section 8 Housing Quality Standards Specialist, 1997, Nan McKay and Associates, national program.

Public Housing Manager, 1995, NAHRO, national program.

Race: Check only one

☐ Native American/Alaskan (Indian or Eskimo) Tribal Affiliation ☐ Yes ☒ No

☐ Black/African American ☐ Asian ☐ Native Hawaiian/Pacific Islander

☒ White

Ethnicity: ☐ Hispanic ☐ Non Hispanic

Do you need special accommodations such as a wheelchair, interpreter etc.? ☐ Yes ☒ No

If yes, please specify: \_\_\_\_\_

Where do you volunteer and what do you do with those organizations? \_\_\_\_\_

# City of Rockford Health & Human Services

## CAA Board Member Profile



State of Illinois, Illinois Housing Development Authority, Affordable Housing Advisory Commission

State of Illinois, Rental Housing Support Program Committee

National Association of Housing and Redevelopment Officials, Board of Governors

National Association of Housing and Redevelopment Officials; International Research and Global Exchange Committee, Legislative Committee and Credential and Ethics Trustee

National Association of Housing and Redevelopment Officials, North Central Regional Council; Legislative Vice President

National Association of Housing and Redevelopment Officials, State of Illinois; Senior Vice President, Professional Development

State of Illinois ReEntry Task Force, Housing Committee Chair

Regional Area Mobilization Program for disabled family services, Immediate Past President, Board of Directors

Order of St. Francis College of Nursing, Immediate Past President, Board of Directors

Rockford Apartment Association, Board Director

Rockford Crimestoppers, Board Director

Winnebago County Opioid Fatality Review Team

Freeport Housing Advisors Committee

Below is a list of areas where the Department needs assistance with. Please check the ones you would like to offer your assistance with:

Advocacy Public Awareness Committee ☒

Legal/Technical Review Committee ☒

Community Relations Committee ☒





## City of Rockford Health & Human Services CAA Board Member Profile

<b>Name:</b> Mary Hielkema-Yoho	<b>Home Address:</b> _____
<b>Email Address :</b> Spunkykat54@gmail.com	<b>Home Phone:</b> _____  <b>Cell Phone:</b> _____
<b>Employer:</b> Retired Bookkeeper/Bank Teller  <b>Title:</b> WinnCo Schools Credit Union/ Noah's Ark Animal Shelter	<b>Work Address:</b>  <b>Work Phone:</b> _____
<b>Job Description:</b> _____	
Demographic Information:	
<b>Gender:</b> Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> <b>Age:</b> <b>Education:</b> College credits in bookkeeping and accounting <b>Race/Ethnicity</b> (check only one) : Caucasian <input checked="" type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/>	
<b>Do you have a disability:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Do you need special accommodations such as a wheelchair, interpreter etc.?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>If yes, please specify:</b> _____	
<b>Where do you volunteer and what do you do with those organizations?</b> Noah's Ark, West Gateway Coalition member	
<b>Specialized degrees, trainings or certifications held:</b> _____	
<b>Below is a list of areas where the Department needs assistance with. Please place a check mark next to the ones you would like to offer your assistance with:</b>  Advocacy Public Awareness Committee <input type="checkbox"/> Legal/Technical Review Committee <input type="checkbox"/> Community Relations Committee <input checked="" type="checkbox"/>	



**Dawnna Mims, MHRM**  
**HR/Labor Relations Professional | Certified AI Consultant**  
[dawnna215@gmail.com](mailto:dawnna215@gmail.com) | 815-985-2053 | [linkedin.com/in/dawnnamims](https://www.linkedin.com/in/dawnnamims)

**Professional Overview**

Accomplished HR/Labor Relations leader experienced in employment law, policy development, and union negotiations. I provide legally sound guidance and cultivate inclusive workplaces, using strategic thinking to enhance organizational effectiveness with integrity and discretion.

**Core Competencies**

- Employment law compliance and policy development
- Conflict resolution, investigations, and training delivery
- Job classification management and process optimization
- AI-assisted organizational solutions

**Professional Experience**

Rockford Public Library | 1990 – Present

*Human Resources Director*

- Oversee HR/labor relations and ensure compliance with employment laws and regulations
- Develop HR programs to enhance benefits administration and workforce efficiency
- Investigate workplace misconduct and prepare detailed reports meeting legal and policy requirements
- Lead union negotiations in collaboration with legal counsel
- Create and implement policies supporting fair employment practices and legal compliance
- Develop job descriptions with department heads, ensuring proper classification and compensation
- Train managers on progressive discipline, documentation, and workplace equity

**Education**

*Keller Graduate School of Management/DeVry University* - Master's Degree, HR Management  
*Judson University* - Bachelor's Degree, HR Management

**Certifications**

- Labor Relations Certification, University of Wisconsin-Milwaukee
- Internal Investigations Certification, American Management Association
- Myers-Briggs Type Indicator Certification, American Management Association
- Certified AI Consultant, AI InnoVision
- Notary Public/Certified Loan Signing Agent, State of Illinois

**CURRICULUM VITAE**  
**SAMUEL J. CASTREE, JR.**  
**SENIOR VICE PRESIDENT & GENERAL COUNSEL**

**PROFESSIONAL EXPERIENCE.**

STAFF MANAGEMENT, Inc., Rockford, Illinois (1995–present)

Senior Vice President and General Counsel to human resource management and consulting firm. Responsibilities include firm management, labor and employment law compliance, HR department supervision, human resource consulting, general corporate and business law matters.

Hinshaw & Culbertson, Rockford, Illinois (1992-1995)

Associate attorney concentrating in labor and employment law matters on behalf of management.

General Electric Company, DeKalb, Illinois (1991-1992)

Employee Relations Specialist for appliance motor manufacturing facility in union environment.

Williams & McCarthy, Rockford, Illinois (1987-1991)

Associate attorney concentrating in labor and employment law, general business and real estate law.

**EDUCATION.**

University of Illinois at Urbana-Champaign

Bachelor of Arts Economics

University of Illinois Institute of Labor and Industrial Relations at Urbana-Champaign

Master of Arts Labor and Industrial Relations

University of Illinois College of Law at Urbana-Champaign

Juris Doctor

**SELECT PRESENTATIONS AND PUBLICATIONS.**

American Payroll Association, Illinois Statewide Annual Conference

- Employee Handbooks: Recent Developments and Practical Guidance (2000, 1999)
- Sexual Harassment Issues in the Workplace (2000, 1999)
- Alphabet Soup: The Interaction among the ADA, FMLA, HIPAA and COBRA (1999)

Catholic Diocese of Rockford, Annual Fiscal Management Conference

- Time Management (2002)
- Supervisor Skills Training (2001)
- Retaining Good Employees (2000)
- Wage and Hour Issues in the Workplace (1999)
- The Employment Process: Legal Requirements and Pitfalls from Hiring to Termination (1998)

Congressman Don Manzullo's 21<sup>st</sup> Century Leader's Conference

- You're Hired! Hot Careers in the 21<sup>st</sup> Century (2008, 2007, 2006, 2005)

Council on Education in Management

- Navigating the Legal Land Mines in Hiring the Best Applicants (1997)
- Risk Free Hiring: How to Interview, Check References and Use Pre-employment Testing without Triggering Liability (1997)

Employee Benefits Association of Northern Illinois

- Legal Update (2021)
- Electronic Distribution of ERISA Plan Documents: New Rules, Old Headaches (2020)
- Paid Leave and Statutory Developments in Illinois (2019)
- FMLA Is Exhausted – Now What? Developments and Issues in Leave Management (2018)
- Social Media in the Workplace (2015)
- Beyond the Social Media Hype (2013)
- The *Microsoft* Case and the Contingent Workforce (1997)

Employers' Association of Illinois

- Annual Employment Law Update (1995, 1994, 1993, 1992)

Fox Valley Technical College - Appleton, Wisconsin

- Employee Appraisals and Disciplinary Systems: Legal Issues and Practical Approaches (1999)
- The Hiring Process (1999)
- The ABCs of Human Resources – How to Set up and Maintain a Human Resource Department (1998)

Illinois Municipal League Annual Conference

- The Employment Process: Legal Requirements and Pitfalls from Hiring to Termination (1998)

Lorman Education Services

- Employee Discharge and Documentation in Illinois (2008, 2006, 2005, 2003, 2002, 2001, 2000, 1999)
- EEO Compliance in Illinois (2014, 2008, 2007)
- Leaves of Absence in Illinois (2007)
- Advanced Employee Discharge and Documentation in Illinois (2006)
- FMLA in Illinois (2009, 2006, 2005, 2004, 2001)
- Employment Related Records in Illinois (2005, 2002, 2001, 2000)
- Time-off in Illinois (2004, 2001)
- FLSA and Other Wage and Hour Legislation in Illinois (2004)
- Human Resource Audits in Illinois (2002)

Lutheran Church - Missouri Synod, Northern Illinois District

- Employment Law Update (2019)
- Human Resource Audits (2017)

National Business Institute

- Fundamental Issues in Illinois Human Resource Law (2003, 2000, 1999)
- Illinois Labor and Employment Law (2000, 1995)
- Basic Wage and Hour Law (1998, 1997)

Northern Illinois Center for Nonprofit Excellence

- Employment Law Considerations under a New President (2021)
- Sexual Harassment Recognition & Prevention (2021)
- Sexual Harassment Recognition & Prevention (2020)
- Legal Aspects of HR (2010)

Rockford Area Society for Human Resource Management

- Annual Employment Law Update (1998 - 2021)

Staff Management, Inc. Monograph Series

- *If I Pay My Employees a Salary, I Don't Have to Pay Overtime and Other Employment Law Myths for the Small Employer.* (2008)
- *Do My Employees Ever Have to Be at Work? Navigating Employee Leave of Absence Laws.* (2009)

Sterling Education Services

- Fundamentals of Employment Law (2012)
- Beyond the Basics in Employment Law (2011)
- Fundamentals of Employment Law (2009)
- Employment Law Update in Illinois (2002, 2008)

Wire Fabricators Association Winter Meeting

- Harassment Issues in the Workplace (2019)

Wisconsin Association of Convention and Visitors' Bureaus

- Employee Performance Management (2015)
- Human Resource Update (2014)

**PROFESSIONAL LICENSURE.**

Admitted to practice law in Illinois and the Federal District Court for the Northern District of Illinois.

**PROFESSIONAL APPOINTMENTS AND MEMBERSHIPS.**

Rockford Chamber of Commerce (Director 2017 - ; Athena PowerLink Advisory Panel 2011-2016)  
Secretary to the Board of Fire and Police Commissioners, City of Rockford, Illinois (2004- 2006)  
American Bar Association (Labor and Employment Law Section)  
Illinois State Bar Association (Labor and Employment Law Section Council 1997-98)  
National Association of Professional Employer Organizations (Legal Advisory Council 1996-97)  
Winnebago County Bar Association

**SELECT COMMUNITY ACTIVITIES.**

OSF Saint Anthony Medical Center Community Advisory Board (Member 2018- )  
YMCA of Rock River Valley, SwedishAmerican Riverfront Branch (Advisory Council 2017- ; Vice-Chair 2019; Chair 2020- )  
Cathedral of St. Peter Finance Council (2019- )  
JustGoods Fair Trade Marketplace (Director 2015- 2019)  
Rock Run Soccer Club, Inc. (Director 2008-2017; President 2008-2016)  
MELD Rockford (Director 2014-2016)  
Discovery Center Museum (Director 2006-2015; President 2013)  
American Youth Soccer Organization (Coach 1991- 2010)  
Spectrum School (Director 1997-2000, 2002- 2006)  
The Hunger Connection (Director 2003-2005)  
Cathedral of St. Peter Pastoral Council (Secretary 1998 - 2000; President 2000–2004)  
Family Counseling Services of Northern Illinois (Director 1998-2002)  
Tinker Swiss Cottage Museum (Trustee 1988-2002; President 1996-98)

## **Ginnie Weckerly, SPHR**

Rockford, IL 61103

[weckerlyginnie@sbcglobal.net](mailto:weckerlyginnie@sbcglobal.net)

---

### **SUMMARY**

Experienced leader with strong skills in human resources, employment law, organization, problem solving, and strategic planning. Demonstrated ability to successfully apply skills to diverse situations and lead others. Reputation for integrity, high energy, and innovation. Always gets the job done in a results oriented environment. Proficient in Microsoft Office Suite.

### **PROFESSIONAL WORK EXPERIENCE**

#### **Human Resource Director**

##### **Goodwill Industries of Northern Illinois, Rockford, IL, February 2011 – present**

Not-for-profit agency supporting the mission of enhancing the lives of people with barriers

- Responsible for the first Human Resource Department in the agency's 75-year history; centralized all HR functions while ensuring compliance with federal and state employment laws, rules and regulations
- Supports an environment that encourages trust, open communication, and confidentiality
- Leads Human Resource staff which includes human resources, learning & development, and risk management
- Counsels, assists and makes recommendations to leadership, supervisors and employees in matters regarding performance management, disciplinary issues, conflict resolution, complaints, terminations, staffing proposals, motivation, and leadership
- Oversees HR and safety compliance, employee recognition/engagement activities, total compensation strategies, policy development, learning and development goals, and diversity, equity and inclusion initiatives
- Serves on the leadership team helping set organizational direction and drive results
- Liaison to board of trustee committee overseeing human resource strategies

#### **Human Resource Director**

##### **Staff Management at Rockford College, Rockford, IL, November 2006 – February 2011**

Human Resource outsourcing firm placed fulltime at not-for-profit, Liberal Arts College

- Supported an environment that encourages trust, open communication and confidentiality
- Counseled, assisted and made recommendations to leadership, supervisors and employees in matters regarding performance management, disciplinary issues, conflict resolution, complaints, terminations, staffing proposals, motivation, and leadership
- Provided resource information to leadership regarding internal and external compensation and benefit studies
- Recommended, implemented, and interpreted new and revised College policies and procedures
- Ensured compliance with federal and state employment laws, rules and regulations
- Coordinated staff searches and ensures compliance with applicable employment laws
- Recommended and managed benefits and insurances provided by the College. Interprets benefit and leave policies, administers special leave requests and accommodations with employees and supervisors
- Oversaw committee that promotes employee recognition and appreciation events
- Developed and implemented training programs to meet strategic goals
- Liaison to board of trustee committee overseeing human resource strategies

**Manpower, Rockford, IL, June 1994 – August 2006**

Franchise operation of a global staffing and human resource solution organization.

**Floating Staffing Specialist, 1994 – 1995, Branch Manager, 1995 – 1996  
District Manager – 1996 – 2006**

- Selected, trained, evaluated and developed succession plans for eight - fifteen staff members
- Oversaw the successful placement of hundreds of contract associates while ensuring compliance with all hiring practices
- Recruited for key positions and maintain strategic relationships with Fortune 500 clients
- Resolved issues related to human resource laws and regulations including workers' compensation, unemployment, harassment and compensation
- Prepared and presented targeted recruitment plans and staffing solutions with measurable results via presentations and proposals to top prospects and clients
- Managed the daily operations, budget, and personnel of three staffing offices
- Used business acumen through operational streamlining, introduction of new service lines, changes in technology, business model changes, and financial restructuring
- Represented organization with the media and community
- Coordinated re-branding efforts through staff development and community/client education

**TEACHING EXPERIENCE****Northern Illinois Center of Nonprofit Excellence, Rockford, IL, 2017 – present**

- Design and teach "Human Resource Management" for Certificate in Nonprofit Management Series

**Rockford University, Rockford, IL**

- Teach "Readings in Management" course, fall 2010 – spring 2011
- Design and teach "Human Resource Management" course, spring 2011 – 2016
- Design and teach "Recruiting & Selection" course, spring 2014 – 2016

**COMMUNITY AFFILIATIONS**

- **YWCA Women in Leadership Mentorship Award** – 2022
- **Transform Rockford Volunteer** – 2015 – 2019
- **Alignment Rockford Volunteer** (Auburn High School BAMIT) – 2013 – 2015
- **Money Smart Week Volunteer** – 2008 – 2013
- **Careers Etc. Volunteer** – 2008 – 2011
- **United Way Volunteer** – 2010, 1998 – 2000, 2004 (Allocations Committee and Administrative Review), 2006 (Prevention Impact Council)
- **Alzheimer's Association Volunteer** – 2004 – 2006
- **Junior Achievement Volunteer** – Spring 2002, 2005
- **Rockford Dance Company Board of Directors** – 2000 – 2003
- **Rockford Area Society for Human Resource Management Board of Directors** – 1996 – 2002 (2001 President, 1997 Volunteer of the Year)
- **Chamber of Commerce Community Awareness Program** – 1996 Graduate

**EDUCATION & CERTIFICATION**

- Cardinal Stritch University, Beloit, WI, August 2005, Master of Science in Management
- Illinois State University, Normal, IL, May 1994, Bachelor of Science, Public Relations
- SPHR Certification, June 2008, Recertified June 2011
- Goodwill Industries International Senior Leader Certification, April 2015

It is with great enthusiasm and deep respect for the Rockford community that I submit this letter of interest for a position on the Board of Trustees for the Rockford Public Library. As someone who has long believed in the transformative power of reading, I see the modern public library not only as a cornerstone of education but as one of the most vital institutions for building an informed, connected, and thriving community.

In today's world, the public library's role has evolved beyond bookshelves, it is a bridge to technology, a hub for literacy and learning, and a safe, inclusive space for all ages to grow. From early childhood story times to digital literacy programs, the Rockford Public Library is uniquely positioned to ensure that every child, regardless of background, has access to the resources and encouragement needed to become a lifelong reader and learner.

I come from a family of readers. My wife began her career as a reading teacher and now serves as an ESL instructor at Eisenhower Middle School. My mother has been a guest at a number of area schools reading to children. Together, we have witnessed firsthand how early reading skills can unlock a child's confidence, creativity, and long-term academic success. We understand that fostering a love of books from the earliest stages of life doesn't just shape individual futures, it strengthens families, schools, and the entire fabric of a community.

I believe deeply that a community rooted in reading is a community that thrives. Literacy fuels opportunity, empathy, and innovation. It is the foundation upon which education, civic engagement, and local progress are built. That is why I am both humbled and honored to be considered for the Rockford Public Library Board of Trustees, and why I am committed to supporting its mission to inspire the next generation of readers.

Thank you for your time and consideration. I would be honored to contribute my experience, passion, and commitment to advancing literacy and learning in Rockford.

Thank you,

Michael Laskonis

## / Michael Laskonis

michael@laskonis.works

## / Profile

During my tenure as the marketing manager for Cannonball Garage and AMS Performance, I developed and executed strategic marketing campaigns to elevate brand awareness and customer engagement. At Cannonball Garage, I focused on crafting compelling storytelling around our services, including spearheading initiatives like the "Engines 101" video series, showcasing the precision and expertise behind building high-performance engines. At AMS Performance, I drove innovative marketing strategies that highlighted the brand's cutting-edge automotive solutions, fostering strong connections with a passionate enthusiast community. My work consistently emphasized creativity, collaboration, and results-driven outcomes.

## / Experience

### **MARKETING MANAGER, CANNONBALL GARAGE GILBERTS IL / 6-2024 TO PRESENT**

Responsibilities included managing the AMS digital footprint including brand building, content creation and design, social media management, sales team support, ad campaign development, content distribution, and digital marketing strategy.

### **SENIOR GRAPHIC DESIGNER, CHARTWELL; ROCKFORD, IL / 6-2021 TO 4-2024**

Responsible for the conceptualization and implementation of design solutions across multiple mediums that meet the client's marketing goals. Responsible for maintaining a wide range of brand consistencies for a broad portfolio of clients. Responsible for communicating with account managers insuring client goals are being measured, analyzed, and fulfilled. Responsible for managing an extensive library of digital assets.

### **CREATIVE DIRECTOR, AMS PERFORMANCE; WEST CHICAGO, IL / 11-2019 TO 4-2021**

Responsibilities include creating and managing brand assets to build a cohesive presence across our company's media outlets, establishing asset distribution timelines, B2B & B2C relationship management, email marketing, and digital marketing strategy.

### **MARKETING MANAGER, AMS PERFORMANCE; WEST CHICAGO, IL / 4-2016 TO 11-2019**

Responsibilities included managing the AMS digital footprint including brand building, content creation and design, social media management, sales team support, ad campaign development, content distribution, and digital marketing strategy.

## / Education

Northern Illinois University; Dekalb, IL — BFA Visual Communication, Graphic Design - 2003

## / Skills - Design

- Adobe Creative Cloud Software
- Photoshop
- Illustrator
- Videography
- Photography
- InDesign
- Lightroom
- Final Cut Pro
- Nikon Platform

## / Online

Web Site: [laskonis.works](http://laskonis.works)  
Facebook: [facebook.com/laskonis](https://facebook.com/laskonis)  
Instagram: [instagram.com/laskonis](https://instagram.com/laskonis)

## / References

Available upon request



**William Sprague**

Rockford, IL | 1

| b.sprague@areamechanical.com | November 21, 2025

**Sprague**

City of Rockford IL Mechanical Board

Attn: Christina Hargrove

Dear Ms. Hargrove,

I am writing to express my continued interest in serving as a member of the Mechanical Board. With over 36 years of experience in the trades as a licensed journeyman plumber, co-owner of one of Rockford's largest mechanical contracting firms, and current president of the Geothermal Alliance of Illinois, I bring a unique combination of technical expertise, leadership, and industry perspective.

Throughout my career, I have maintained all mechanical licenses in Rockford since 2011, including my cross-connection control license. My work has consistently emphasized safe installation practices, regulatory compliance, and advancing sustainable technologies such as geothermal systems. Having come from non-union roots while now owning a union shop, I offer a balanced and unbiased viewpoint that reflects the diversity of our industry.

I am deeply committed to the mechanical trades and believe my background equips me to contribute meaningfully to the Mechanical Board's mission. I would welcome the opportunity to bring my experience, dedication, and collaborative approach to this important role.

Thank you for your consideration. I look forward to the possibility of serving the Rockford community through the Mechanical Board.

Sincerely,  
William Sprague

# William Sprague

Rockford, IL |

| [b.sprague@areamechanical.com]

---

## Professional Summary

Experienced mechanical contractor and journeyman plumber with 33+ years in the trades, including apprenticeship, licensure, and leadership roles. Co-owner of one of Rockford's largest mechanical contracting firms. Proven expertise in plumbing, mechanical systems, geothermal installation, and regulatory compliance. Recognized for diverse industry experience, non-union roots, and union shop ownership, bringing a balanced and unbiased perspective to mechanical industry governance.

---

## Professional Experience

### Co-Owner

*Area Mechanical Inc, Rockford, IL*

*DBA Gilley's Heating and Air w/ Plumbing Services*

*DBA Commercial Refrigeration of Central Illinois*

[2020 – Present]

- Co-manage operations of one of Rockford's largest mechanical contracting firms.
- Oversee projects, workforce management, and compliance with mechanical codes and standards.
- Provide strategic leadership to ensure safe and efficient mechanical installations.

### Journeyman Plumber

*Licensed Plumber #058-123902*

[1989 – Present]

- 41 years of trade experience, including 5 years of apprenticeship.
- Skilled in installation, repair, and maintenance of plumbing, HVAC and other mechanical systems.
- Maintain all mechanical licenses in Rockford since 2011.

### President

*Geothermal Alliance of Illinois*

[2009 – Present]

- Lead statewide initiatives to establish testing standards and safe installation practices for geothermal systems.
  - Collaborate with contractors, regulators, and industry stakeholders to advance geothermal technology.
  - Advocate for sustainable energy solutions and regulatory compliance.
- 

## **Licenses & Certifications**

- Mechanical Licenses (Rockford) — License #420-11 (since 2011)
  - Cross-Connection Control License — License #XC3415
  - Journeyman Plumber — License #058-123902
- 

## **Leadership & Industry Involvement**

- Active in mechanical industry governance and advocacy.
  - Experienced contractor/owner with unique perspective from both non-union background and union shop ownership.
  - Committed to advancing safe practices, fair representation, and industry diversity.
- 

## **Additional Background**

- Family farm operator, maintaining strong ties to agricultural community.
- Diverse professional background combining trades expertise, business ownership, and industry leadership.



Thomas P. McNamara  
Mayor  
Office of the Mayor

DATE: January 5, 2026

TO: Rockford City Council

FROM: Mayor Thomas P. McNamara

A handwritten signature in black ink, appearing to read "Thomas P. McNamara".

RE: ZBA/LTAB Board Appointments

---

I hereby appoint to the Zoning Board of Appeals and Liquor & Tobacco Advisory Board, with your approval, Kristine Geddes and Tim Bragg. Ms. Geddes is filling a vacancy created by the resignation of Jarneise McNeal, term ending October 2026. Mr. Bragg is replacing Kimberly Wheeler-Johnsen, term expire June 2030.

Pursuant to city code section 2-42, rule 18, this appointment will be laid over for 30 days.

Resumes for Ms. Geddes and Mr. Bragg are attached for your review.

Thank you for your consideration.

# KRISTINE GEDDES


RESIDENTIAL REAL ESTATE BROKER



## CONTACT INFORMATION

Rockford IL 61114

kmgeddes@gmail.com

 Kristine Geddes, Keller Williams Realty  
Signature

## EDUCATION

Bachelor of Science in Journalism, Minor in  
Psychology, Southern Illinois University

Licensed Residential Realtor since 2004

Attended Rockford Public Schools from  
kindergarten through high school: Marsh,  
Brookview, CAPA Program, and Guilford High  
School

## ORGANIZATIONS

- Rockford Network of Professional Women  
(Events Chair for 2025-2026)
- Past member of Junior League of Rockford
- Member, Christ United Methodist Church
- Served on various committees
- Various committees through The Studio  
Rockford (local theater company)

## INTERESTS

Pickleball, running, bungee fitness, reading,  
traveling

## WORK EXPERIENCE

**Keller Williams Realty Signature**  
January 2009-Present

- Residential Real Estate Broker
- Consistently in the top 10-15% of licensed  
local agents for volume
- Served on MLS Committee for Northwest  
Illinois Alliance of Realtors

**Dickerson and Nieman Realtors**  
November 2004-January 2009

- Residential Real Estate Broker
- Awarded Dickerson and Nieman "Rookie of  
the Year" for first year in real estate

**Woods Equipment Company**  
**Oregon, Illinois**  
1994-1999

- Manager, Marketing Support- trade shows,  
product literature, support materials for  
marketing department

## PERSONAL INFO

- Married for 30 years to my wonderful  
husband Duncan (Director of The Parks  
Chamber)
- Mom of two grown children who are reside  
in Oak Creek, Wisconsin and Stowe,  
Vermont



Thomas P. McNamara  
Mayor  
Office of the Mayor

DATE: January 5, 2026

TO: Rockford City Council

FROM: Mayor Thomas P. McNamara

A handwritten signature in black ink, appearing to read "Thomas P. McNamara".

RE: ZBA/LTAB Board Appointments

---

I hereby appoint to the Zoning Board of Appeals and Liquor & Tobacco Advisory Board, with your approval, Kristine Geddes and Tim Bragg. Ms. Geddes is filling a vacancy created by the resignation of Jarneise McNeal, term ending October 2026. Mr. Bragg is replacing Kimberly Wheeler-Johnsen, term expire June 2030.

Pursuant to city code section 2-42, rule 18, this appointment will be laid over for 30 days.

Resumes for Ms. Geddes and Mr. Bragg are attached for your review.

Thank you for your consideration.

---

# Tim Bragg

Rockford, IL 61101

## EXPERIENCE

### **Rockford Park District, Rockford, IL - Park Planner**

October 2007 - PRESENT

- Assists with the acquisition and disposition of real property for Rockford Park District
- Agency Representative for various external committees, execution of intergovernmental agreements and other duties as assigned

### **City of Beloit, Beloit, WI - Neighborhood Planner**

December 1998 - October 2007

- Completed site plan review and issuing zoning clearance prior to the issuance of building permits/Certificates of Occupancy.
- Staff to Beloit Landmarks Commission and other duties as assigned

### **City of Rockford, Rockford, IL - Land Use Planner**

February 1995 - December 1998

- Prepared staff reports for petitions to the Zoning Board of Appeals.
- Completed site plan review and issued zoning clearance prior to the issuance of building permits/Certificates of Occupancy.

## EDUCATION

### **Iowa State University, Ames - B.S. Community and Regional Planning**

December 1993

### **Northern Illinois University, Dekalb - Master of Public Administration.**

May 2006

## AWARDS

Distinguished Manuscript Award Winner (Northern Illinois University) April 2006



## Boone County Government

1212 LOGAN AVE, STE 102  
BELVIDERE, IL 61008  
PHONE: 815-547-4770 FAX: 815-547-3579

April 17, 2025

Erin Marshall

Dear Erin,

I would like to take a moment and let you know that you have been appointed to the Community Action Agency Advisory Board.

I thank you so much for your desire to serve on the Community Action Agency Advisory Board.

I commend you for your sincere interest in community affairs.

Sincerely,

A handwritten signature in black ink, appearing to read "Karl Johnson", written over a horizontal line.

Karl Johnson  
Boone County Board Chairman

KJ/mlh



## Experience

### **PCOM Grant Manager | Boone County Administration**

February 2023 - Current

- Write, report, and manage Boone County Transit grants
- Oversee Facility grant and construction project in conjunction with the County Administrator
- Research, write, and report for grants on behalf of other County Agencies including the Boone County Sheriff's Office and Emergency Management Agency
- Grant sources include Illinois Department of Transportation, Illinois Department of Commerce and Economic Opportunity, Bureau of Justice Assistance (Federal), Community Project Funding (Federal), and Congressional Directed Funding (Federal)
- Manage Boone County Transit marketing & promotion and online presence

### **Marketing & Communications Director | Rockford Area Economic Development**

Council November 2015 - January 2023

- Manage & report for Department of Defense Grants, including design and undertaking of complex management studies and data-gathering efforts
- Work with subject matter experts to create material and speaking points for them to use in the course of conducting their responsibilities
- Write, proofread, and edit content for social networks, websites, and printed material
- Transition submissions for Emerging Opportunities Fund (EOF) into a digital format and manage submissions based on established criteria
- Work with the Supervisor to ensure EOF criteria are met and applicable data are entered, complete, and accurate in the tracking database
- Researched, created written content, and designed statistical documents and booklets for public use
- Responsible for social network management with growth ranging from 10-350% year over year
- Search Engine Marketing (SEM) campaign with a 25-50% lower budget than competitors
- Developed request for information (RFI) templates and criteria
- Began process to expand user accessibility based on ADA.gov guidance
- Created branding for Greater Rockford Growth Partnership (GRGP)
- Promoted from Marketing & Communications Coordinator to Marketing and Communications Manager to Marketing & Communications Director
- Responsible for marketing and communications of the Rockford Area Economic Development Council, GRGP, and Rockford Chamber of Commerce

### **Web Administrator | Cayman Islands Department of Tourism**

February 2007 – December 2015

- Moved teams forward by reviewing, evaluating, distilling, and synthesizing data to uncover issues, identify trends, and provide insights that drive organizational strategy
- Invoice/Billing verification and oversight
- Budget management (financial and time)
- Incorporated contract improvements including rolling over allotted hours and meeting adjustments
- Plan and facilitate training, workshops, meetings, and interactive sessions to educate customers and stakeholders
- Exceeded KPIs year-over-year with a 25% reduced budget
- Developed and maintained technical processes and procedures that facilitate compliance with requirements

- Fulfilling official discovery requests by providing identification, preservation, collection, processing, analysis, review, and production services for Freedom of Information Act
- Launched 6 websites in 1 year, on time & within budget, utilizing responsive design, latest best practices, and incorporating analytical tracking.
- Launched award winning social network program

## **Interim Manager – E-business & Market Research | Cayman Islands Department of Tourism**

February – June 2008

- Project manager for Destination Guide
- Organized agency reporting to be more effective enabling more budget to be utilized on action items

## **Communications Manager | Cayman Islands Chamber of Commerce**

June 2002 – January 2007

- Created brand documentation
- Responsible for all aspects of marketing and communication development
- Decreased staff time dedicated to administrative duties

## **Designer | Summit Publishing & Marketing | October 2001 – April 2002**

- Magazine layout and website content management
- Decreased production costs for publications while maintaining high quality
- Increased revenue by creating additional services offered to customers and advertisers

## **Designer | WebConnection | December 1999 – October 2001**

- Created and distributed perspective client packages
- Designed, created content, and programmed websites

## Education

### **MBA | University College of the Cayman Islands | June 2011**

Thesis: *Influence of Social Media on Vacation Destination Selection* incorporating qualitative and quantitative research methods.

### **BFA | Maryland Institute College of Art | May 1999**

Visual Communications

## **Certificates**

- 2025 Grant Professionals Association: The Anatomy of Grant Writing, Open Meetings Act Training
- 2024 Grant Management: Grant Writing USA, Open Meetings Act Training
- 2023 Grant Writing: Grant Writing USA
- 2021 Attended Pennsylvania College of Art & Design course: Web Accessibility & Inclusivity seminar
- 2017 Google Analytics Certification
- 2012 Certificate of Executive Management, Rotman School of Business, George Town, Cayman Islands
- 2012 Digital Marketing and Online Media Certificate from Digital Marketing Institute, Dublin, Ireland
- 2009 Completed Seven Habits of Highly Effective People



## Skills

- Agency management
- Staff management
- Adobe Create Suite
- Microsoft Office and Office 365
- Basecamp
- Constant Contact
- WordPress, Joolma, and customized content management systems
- Survey Monkey
- Project, budget, & document management in Tyler
- Grant writing and management
- Content, speech, & press release writing
- Develop & execute communications strategies & management systems
- Data tracking and analytics
- Presentation development and delivery

23 September 2025

Dear Boone County Board Members,

I have always focused my career on things that will benefit the community around me. Helping people learn about small businesses, bringing people to the Cayman Islands for vacations, promoting the Northern Illinois area as an excellent region for business, and now keeping people connected to the community, work, and daily life through public transit.

The Community Action Agency is one more way to give back to the area that raised me. Knowing that our area is second only to Cook County in the number of low-income households provided with utility assistance through LIHEAP, it is clear that there is work to be done. When the area became the first community to reach functional zero for veteran homelessness, it was clear that this area is up to the task of doing the work.

I am interested in participating in the Community Action Agency as a representative for Boone County.

Thank you,



Erin Marshall  
815-491-9286

406 N. State St.  
Belvidere, IL 61008

[Erinm1003@gmail.com](mailto:Erinm1003@gmail.com)

# PROCLAMATION OF APPOINTMENT

WHEREAS, authority to appoint a **Trustee** for the **COMMUNITY ACTION AGENCY** is vested in the County Board Chairman of the County of Winnebago, by virtue of the Laws of the State of Illinois; and

WHEREAS, upon due consideration, the County Board Chairman has determined that **DOROTHY REDD**, is a person qualified to discharge the powers, duties and responsibilities of such office; and

WHEREAS, on the 4<sup>th</sup> day of September 2025, **DOROTHY REDD**, was duly reappointed by the County Board Chairman of Winnebago County, Illinois, to the Office of **Trustee** of the **COMMUNITY ACTION AGENCY**, which term of office shall expire in **MAY 2026**.

NOW, THEREFORE, BE IT PROCLAIMED, by the Chairman of the County Board of the County of Winnebago that **DOROTHY REDD** of Rockford, Illinois, of said District, be and is hereby reappointed to the office of **Trustee** for the **COMMUNITY ACTION AGENCY**, such term to commence immediately, and to expire in **MAY 2026** and hold such office until his/her successor is appointed and qualified.

BE IT FURTHER PROCLAIMED by the Chairman of the County Board of the County of Winnebago, that before entering upon the duties of his/her office, said appointee shall enter into a Bond with security to be approved by the County Board Chairman, in the penal sum of **ZERO DOLLARS (\$0,000)** conditioned upon the faithful performance of the duties of such Office.

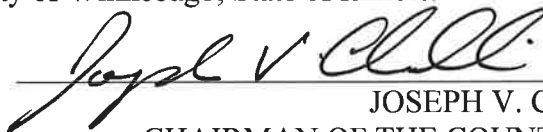
PROCLAIMED, this 4<sup>th</sup> day of September 2025, at the City of Rockford, County of Winnebago, State of Illinois.

The County Board of the County of Winnebago did advise and consent on the 4<sup>th</sup> day of September 2025, to the reappointment of **DOROTHY REDD, Trustee** for the **COMMUNITY ACTION AGENCY** at the City of Rockford, County of Winnebago, State of Illinois.



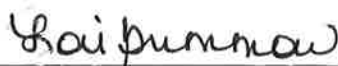
JOSEPH V. CHIARELLI  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

The County Board of the County of Winnebago did advise and consent on the 4<sup>th</sup> day of September 2025, to the reappointment of **DOROTHY REDD, Trustee** for the **COMMUNITY ACTION AGENCY**, at the City of Rockford, County of Winnebago, State of Illinois.



JOSEPH V. CHIARELLI  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

ATTESTED BY:



LORI GUMMOW  
CLERK OF THE COUNTY BOARD OF  
THE COUNTY OF WINNEBAGO, ILLINOIS



401 WHITNEY BLVD., STE., 100, BELVIDERE, IL 61008

CLINTON MORRIS, MAYOR  
mayor@belvidereil.gov

**BELVIDERE, ILLINOIS**  
ESTABLISHED 1881

PHONE: 815-544-2612  
FAX: 815-544-3060

July 10, 2025

To: Ms. Anquette Parham – Executive Director Health and Human Services, City of Rockford

From: Clinton Morris

Re. Appointment to the Community Action Agency Advisory Board

Dear Director Parham,

Please consider my recommendation and nomination for appointment of Ms. Gina DelRose to the CAA Board as representative from the City of Belvidere.

Thank you for your consideration, patience and resident advocacy for health and human services in both Boone and Winnebago County.

Kind regards,

Clinton Morris  
Mayor, City of Belvidere

MF/KS

Committee report passed:

**ORDINANCE NO. 2026-\_\_\_\_\_-O**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCKFORD,  
WINNEBAGO COUNTY AND OGLE COUNTY, ILLINOIS, THAT:**

By passage and approval of this Ordinance, the Mayor and Legal Director are hereby authorized to execute and approve the attached Proposed Development Agreement with Rockford Brake Manufacturing at 302 Peoples Avenue in the amount of \$250,000. The funding source is 2025 and 2026 Casino Economic Development Funds.

The provisions and sections of this Ordinance shall be deemed severable, and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.

All orders, resolutions, or ordinances in conflict herewith are hereby repealed insofar as such conflict exists, and this Ordinance shall take effect immediately upon its passage, approval and publication, as required by law.

A full, true and complete copy of this Ordinance shall be published within ten (10) days after passage in pamphlet form by and under authority of the Corporate Authorities.

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

\_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

**APPROVED:** \_\_\_\_\_, 2026.

\_\_\_\_\_  
**MAYOR**

**ATTESTED:**

\_\_\_\_\_  
**LEGAL DIRECTOR**

**PASSED:**

**APPROVED:**

**PUBLISHED:**

**ATTESTED** and **FILED** in my office this \_\_\_\_\_ day of \_\_\_\_\_, 2026, and published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by order of the City Council of the City of Rockford, Illinois.

\_\_\_\_\_  
ANGELA L. HAMMER Legal Director and ex  
officio Keeper of the Records and Seal

APPROVED AND  
RECOMMENDED BY:

\_\_\_\_\_  
MATTHEW FLORES, Assistant City Attorney