

**NCI Works Executive Committee  
Meeting Minutes  
February 20, 2014**

The NCI Works Executive Committee Meeting was called to order at 4:30 p.m. by Co-Chair Linda Burt. Roll call was conducted.

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
Linda Burt	X		Cary Robbins		
Mary Boogemans	X		Teresa Strum		
Debbie Clausen	X		Gerald Waszkowiak	X	
Lori Pemberton		X			

Due to inclement weather Cary Robbins and Teresa Strum participated via conference call.

**OTHERS PRESENT:** Pam Furlan, Jo Ann Johnson

**BUSINESS MEETING**

Linda reviewed for members the Goals of the Executive Committee. Referring to the “Business Climate” discussion, Linda told members that the former NCI Works held a round-robin type of discussion before each meeting asking members to provide an update on their industry. Based on that discussion, Linda said that could help identify challenges with either the business or job seekers. Members agreed to continue the Business Climate discussion when possible. Another goal that was listed, Linda said, is to oversee board and committee activities to ensure the local workforce development system is meeting the needs of business, youth, adults and dislocated workers.

After discussion, members agreed to maintain the goals as listed on the prepared agenda and in the bylaws.

Pam Furlan provided an overview from the Regional Workforce Partnership Board meeting held on January 14, 2014. She said that the Regional Workforce Partnership Board discussed participating in a Volunteer Job Fair to reach out to the long term unemployed to assist them with building their recent work experience. Pam provided members with an overview of the event and stated that she would be meeting with Dr. Jerry Corcoran and the Volunteer Coordinator at IVCC for their input.

Teresa Strum informed members that the Youth Council will be providing a career preparation/life skills program for the Safe School in LaSalle and Nachusa Campus School in Dixon. Teresa said that all youth projects are performing well.

Gerald Waszkowiak reported that the Oversight Committee has not met since September but will be meeting prior to the next NCI Works meeting to review the Quarterly Performance Reports.

Pam stated that the NCI Works Bylaws allows the Executive Committee to act on behalf of the NCI Works Board for any item that may need to be acted on before the full Board meeting.

#### Discussion of Meeting Schedule for Executive Committee and NCI Works Board

Members discussed the meeting schedules for the Executive Committee and NCI Works Board. Pam told members that the Bill to revise the Open Meetings Act will be going to the general assembly soon. Linda Burt suggested that meetings not be held during December and January. Pam informed members that under the former NCI Works structure, committees met on the even numbered months and NCI Works met on the odd numbers months of the year. Members agreed with continuing that format. After a discussion, it was agreed that NCI Works would meet in March, May, July, September and November with the Standing Committees meeting in February, April, June, August, and October. The Executive Committee agreed to meet a week or so prior to NCI Works meeting to develop the Agenda.

#### Whiteside County Regional Office of Education Contract Modification Requests

Teresa Strum informed members that the Whiteside County Regional Office of Education, are requesting 2 modifications to their Youth Project. Copies of the modification requests were provided for members with the meeting materials. Teresa told members that the project was approved to serve only out-of-school youth. She said Whiteside County Regional Office of education submitted a modification request to serve up to 3 in-school youth. Members agreed that the request is a special circumstance for 1 individual and expressed concern for allowing up to 3 in-school students for the project. After a lengthy discussion, Gerald Waszkowiak motioned to grant approval to make an exception for this one individual and allow him to be served by the project. Linda Burt stated that should there be a need to serve additional in-school students; Whiteside County Regional Office of Education can submit the request(s) on an individual basis. Motion was seconded by Mary Boogemans and carried.

The second modification, Teresa presented from Whiteside County Regional Office of Education was for a budget line item transfer. Teresa explained that they did not hire one instructor as originally budgeted and requested to transfer some of those funds to allow enrolling an additional 8-10 youth in the welding program being offered at Sauk Valley Community College. Teresa informed members that the welding program has been offered to previous students in the past and it is very successful. Debbie Clausen motioned to approve the budget line item transfer as requested and presented. Motion was seconded by Mary Boogemans and carried.

Pam informed members that the internal policy for BEST regarding Youth Project modifications will be reviewed and revisions will be presented at the next Youth Council meeting.

#### NCI Works Budget

Pam then disseminated copies of a draft copy of the NCI Works Budget and provided an overview. Debbie Clausen motioned to approve the draft NCI Works Budget as presented and recommend approval at the NCI Works meeting. Motion was seconded by Gerald Waszkowiak and carried.

Pam told members that the money for the NCI Works budget comes from the adult, youth and dislocated worker WIA funding stream. She said that if budgeted funds are not allocated by June 30, 2014 they will be carried over to the next Program Year.

#### Other Business

Teresa Strum informed members that KSB Hospital has received a grant to provide continuing education to individuals in the health care marketplace. She said to contact her if members knew anyone who might be interested. Linda suggested coordinating a program to help educate nursing students about Medicare, public aid, and insurance benefits with the nursing departments of IL Valley Community College or Sauk Valley Community College. Teresa said she would propose the idea to Sauk Valley Community College.

#### Public Comments

None

#### Adjournment

With there being no further business, Gerald Waszkowiak motioned to adjourn. Motion was seconded by Mary Boogemans and carried. Meeting adjourned at 5:45 p.m.

Jo Ann Johnson

Approved by:

Mary Boogemans  
NCI Works Secretary