

**NCI Works Executive Committee Meeting Minutes  
Via Electronic Means  
Wednesday, June 17, 2015**

The NCI Works Executive Committee Meeting was called to order at 5:40 p.m. by Co-Chair Linda Burt. Roll call was conducted.

Name	Present (Peru)	Present (Dixon)	Absent
Linda Burt	X		
Mary Boogemans	X		
Debbie Clausen	X		
Vanessa Hoffeditz	X		
Cary Robbins		X	
Teresa Strum			X
Gerald Waszkowiak			X

**OTHERS PRESENT (Peru):** Pam Furlan, Jo Ann Johnson

**OTHERS PRESENT (Dixon):** Kathy Day

Approval of Meeting Minutes

Vanessa Hoffeditz motioned to approved the January 12, 2015 Meeting Minutes as presented. Motion was seconded by Mary Boogemans and carried.

**Business Meeting**

Review & Approval of PY 15 Plan

Pam informed members that initially the PY 15 Plan was due on July 15 but DCEO extended the submission date until July 24. She said that since the 30-day public notice was published on June 14, we will adhere to the July 15 Plan submission date.

Providing an overview of the Workforce Innovation and Opportunity Act (WIOA), Pam told members that the focus will be more on work based learning activities such as Incumbent Worker Training, Work Experience, Internships, Apprenticeships and On-the-Job Training. Adding to the list of work based learning activities, Pam said is Transitional Jobs. She said that transitional jobs are for those individual who do not have any work history or work experience. She said that it is not intended for occupational training but rather work learning. Pam said that transitional jobs will be short-term and paid. Pam told members that for many years our agency was known for sending individuals to training. She said that transition from training to work based learning will not happen overnight but will be transitioned over a period of 2 to 3 years. Pam told members that BEST, Inc. has obligations to those individuals already enrolled in training and to those individuals who are on a waiting list. Once it is determined how much money is available staff will start transitioning towards work based learning activities.

The good news, Pam told members, is that BEST, Inc. received about an 11% increase in funding across the Adult, Youth and Dislocated Worker programs. Referring to the WIOA Program Cumulative Registrant form that was included in the meeting materials, Pam said that 231 adults are planned to be served in PY 15. She said that staff will start transitioning to work based learning activities during the

next 2 to 3 years. Pam said that although the numbers of participants are small they are still larger than in the past. Regarding the OJT program, Pam said that the numbers are higher to serve more dislocated workers who have a work history and more skills. She said dislocated workers are good candidates for the OJT program. As for youth registrants, Pam told members that under the WIOA program, 75% of expenditures must be spent on out-of-school youth. She said that most of the youth registrants, if not all, are going to be considered out-of-school youth. Pam told members an out-of-school youth goes to age 24 under WIOA.

Pam informed members that the Chief Elected Officials recommended that the youth projects be asked to increase their numbers for PY 15. Pam stated that during contract negotiations, the 3 youth projects that were already approved plus the project from Streator High School if it is approved today will be asked to increase their numbers.

Continuing, Pam said that Work Experience / Internships will be increased to provide youth enrollees with more of a career path. Pam said that plans are to link internships and possibly OJTs with those participants attending classes. Pam told members that the Plan can always be modified.

Pam said that the State's WIOA Plan will be due in March 2016. She said that according to DCEO local Plans will be due shortly after that time.

Pam told members that by the fall of 2015 staff should have a better idea of the enrollments and funding levels. She said that the Plan was developed based on what information was available and it will be reviewed and reevaluated in October. At that time, Pam said that we may want to transfer some money from Dislocated Workers to Adults in order to serve more adults.

Kathy then provided members with an overview of the WIOA Program Funding forms that were included with the meeting materials.

Kathy told members that the total funds available for PY 15 is \$3,497,380 which accounts for about an 11% increase from the PY 14 budget. She said that \$994,665 was allocated to the adult program. Of the \$994,665, \$99,466 (10%) will be used for administration leaving a balance of \$895,199 for the Adult program. Kathy said that the Dislocated Workers Program was allocated \$1,486,616. Of that allocation, \$148,661 (10%) will be used for administration leaving a balance of \$1,337,995 for the Dislocated Workers program. The Youth Program, Kathy said was allocated \$1,016,099. Of that allocation, \$101,609 (10%) will be used for administration leaving a balance of \$914,490 for the Youth Program.

Kathy then provided an overview of the budgeted costs for each of the programs. She told members that although the forms indicate a formula error, the numbers listed are correct. She said that DCEO has corrected the form and the information will be transferred to the right form for submission.

Continuing with the budget review, Kathy said that administration funds will be used for staff wages & benefits as well as some other items such as rent. Next, Kathy said, is the budget for the Youth In-School program. She said that \$21,947 was budgeted for Work Based Training. For the Youth Out-of-School program, Kathy said that \$530,200 was budgeted for Direct Training Costs and \$165,500 for Work Based Learning. Based on these figures, Kathy said that we should be at 85% expenditure for out-of-school and 15% expenditure for in-school youth. Kathy told members that is the levels that we are at for PY 14 so she is not worried about meeting the expenditure requirement under WIOA.

On Page 2 of the budget form, Kathy told members that \$388,165 has been budgeted in the Adult

program for classroom training. She said that \$97,984 has been budgeted in the Adult program for Work Based Training. Vanessa asked if there was a certain percentage that was required. Kathy responded that at this point, no one has given us any direction.

Pam commented that for the Youth program, we have to spend 20% of expenditures on Work Based learning activities that can include staff costs. The other requirement, Pam said, is that 40% of expenditures need to be for direct training costs for the adult and dislocated worker programs. Staff costs are not included for the adult and dislocated worker programs.

Referring to Vanessa's question regarding a percentage requirement for Work Based Training, Pam stated that although there is nothing stated in the Law, the State could implement a requirement.

Kathy said that she would be happy to go over details of the budget information with members at any time.

Pam informed members that money has been allocated for Incumbent Worker Training in the Dislocated Worker program budget. She is planning for a couple projects for PY 15. Pam said that she is hoping that the criteria will be less restrictive under WIOA.

With there being no further comments, Debbie Clausen motioned to approve the PY 15 Plan as presented. Motion was seconded by Cary Ribbons and carried.

#### Review & Approval of Streator High School Youth Program for PY 15

Pam presented the Streator High School Youth Project Proposal to members. She said that the rating sheet was enclosed with the meeting materials. Pam reminded members that Streator High School originally submitted their proposal during the first round of Request for Proposals but did not meet minimum specifications. Pam said that Streator High School re-submitted the proposal during the second round of Request for Proposals meeting all of the requirements. Pam told members that the Youth Council has recommended the Streator High School Youth project for PY 15 funding. Vanessa Hoffeditz motioned to concur with the Youth Councils recommendation to approve the Streator High School project for funding. Motion was seconded by Cary Robbins and carried.

Pam told members that one of the reasons that the second round of Request for Proposals was released is that staff were hoping to get providers from Carroll and Jo Daviess Counties. Unfortunately, Pam said that no project proposals were received. Pam said that staff will be working to develop programs in those areas to meet the needs of eligible youth.

#### **Other Business**

##### Timeline/Plans for WIOA Implementation

Pam provided members with the timeline and plans for WIOA implementation. She said that the Plan will be submitted to DCEO on July 15. She said that at the June 22 Chief Elected Officials meeting she will present the recommendations for reconstituting the new NCI Works Board. Although no official definitions or guidelines have been released, Pam said we are moving forward. Pam told members that the unofficial policy for establishing Local Workforce Development Boards (LWDB) indicates that the CEOs need to submit the LWDB Certification to DCEO by August 15. Pam is hoping that the Chief Elected Officials will be able to meet prior to that date to appoint LWDB members. If the August 15

submission date is changed, Pam said that the CEOs could make the appointments at their regularly scheduled meeting on August 24. According to the NPRMs, Pam said that we actually have the first quarter of PY 15 to finalize the board as the Department of Labor pushed back the deadline to October 1 to have the LWDB certified.

Pam told members that she mentioned to the CEOs in April, and they agreed, that membership to the new LWDB will be based on past attendance and participation at meetings. Based on preliminary calculations, Pam said that the membership on the proposed LWDB may be reduced to possibly 39 members. She reviewed the composition of the LWDB noting that 51% of the membership is from the business sector. The Workforce category, Pam said, must comprise of 20% of the membership. This category includes 3 labor representatives, one of which has to represent apprenticeship programs. It also includes Community Based Organizations that serve the targeted population with barriers, disability, veterans and low income. Pam commented that she will need to fill a couple of vacancies in the Workforce category but said Kathy had given her some names to contact in addition to a few that she had already. The remaining membership will consist of the Core Partners, Education Representative and the 2 Chief Elected Officials, Pam said. After the CEO meeting, Pam told members that she would be making phone calls to members asking if they would be interested in continuing on NCI Works.

Continuing, Pam told members that she talked with Linda and Cary about training for the new NCI Works Board. Pam recommended that a Request for Proposal be developed for a facilitator to provide WIOA/LWDB training at the first meeting of the new NCI Works Board. As part of the Request for Proposal, Pam said she would request that the facilitator develop 15-minute modules by topic and priority. The facilitator would provide training at the first meeting of the new NCI Works Board. From that point on, Pam said she would provide the 15-minute modules at the beginning of each NCI Works Board meeting. Pam said that this process could take a year, but not all of the information needed to be provided at once. She said that a lot of the deadlines have been pushed back. As an example, Pam said that appointment of the One Stop Operator got pushed back a full year. All dates are fluid, Pam noted.

Pam said that she has not started putting together the Request for Proposal for LWDB Training. She said she is hoping to have a draft of the Request for Proposal prepared by the July meeting for review and approval.

Moving on to implementation issues, Pam said that under WIOA the One Stop Operator has to be done by a competitive bid process. Under WIA, she said, the LWIB could appoint the One Stop Operator to oversee the One Stop System. She reminded members that locally, the One Stop Operators is a consortium of 3 partners consisting of BEST, Inc. IL Dept. of Employment Security and Tri-County Opportunities Council. Since the date for selecting a One Stop Operator has been moved back, Pam said that this decision will be addressed at a later date.

In terms of transitional jobs and work experience jobs, Pam said that staff are waiting to receive official criteria to distinguish between the two programs.

Regarding employer services, Pam shared with members the Triage Package idea similar to what the State of Iowa has implemented. As an example, Pam said that employers would be able to select their package of the types of programs they would like to be involved with (transitional jobs, OJT, Incumbent Worker, etc.). Pam said she would like to showcase this type of program through Employer Forums in the fall to accommodate those individuals who may be graduating in December.

One change under WIOA for the OJT program, Pam said is that the Law allows for a sliding scale for

reimbursement for employers. She said that Law allows for up to a 75% reimbursement, but the final decision will need to be made by the LWDB.

Pam said that money has been set aside in the Transitional Plan to hire a trainer or facilitator to conduct Sector Strategies training.

Pam told members that she would like to let out a Request for Proposal for Partner Resource Mapping. She said that it would be helpful to know what services the local partners provide. Pam said that she learned at a recent IL Workforce Partnership meeting that the State may be doing this project through their Interagency Team. If the State does this type of project, Pam said, that we would start with their results.

Pam said that Technical Assistance Guidance Letters (TAGs) are being released with some definitions that may need to be defined further by the LWDB, such as “priority of services”. Additional barriers to youth and basic skills deficient are other definitions that will need to be considered by the LWDB, Pam said.

Pam told members that Local and Regional Plans will need to be developed, in cooperation with the Chief Elected Officials. Also, she said that an NCI Works budget will be developed that will need the approval of the Chief Elected Officials.

#### Public Comments

None

#### Adjournment

With there being no further business, Linda Burt motioned to adjourn. Motion was seconded by Mary Boogemans and carried. Meeting adjourned at 6:25 p.m.

Jo Ann Johnson

Approved by:

Mary Boogemans  
Secretary