

**NCI Works Executive Committee Meeting Minutes  
Via Electronic Means  
March 21, 2017**

The NCI Works Executive Committee Meeting was called to order at 5:20 p.m. by Co-Chair Cary Robbins. Roll call was taken.

<b>Name</b>	<b>Present (IVCC)</b>	<b>Present (Dixon)</b>	<b>Present (Highland Community College)</b>	<b>Present (Carroll County Housing Authority)</b>	<b>Absent</b>
Linda Burt					X
Mary Boogemans					X
Debbie Clausen					X
Carrie Folken	X				
Vanessa Hoffeditz					X
Cary Robbins		X			
Teresa Strum		X			
Gerald Waszkowiak	X				
DeAnne White		X			

**OTHERS PRESENT (IVCC):** Pam Furlan, Jo Ann Johnson, Kevin Lindeman

**OTHERS PRESENT (Dixon):** Kathy Day, Dianna Schuler

Approval of the Meeting Minutes

Gerald Waszkowiak motioned to approve the January 24, 2017 Meeting Minutes. Motion was seconded by Teresa Strum and carried.

Selection of One Stop Operator

Pam informed members that one proposal was submitted to serve as the One Stop Operator. Pam said that Kevin Lindeman with North Central IL Council of Governments (NCICG) was responsible for the development and solicitation of the Request for Proposal (RFP). She told members that Kevin volunteered his agency to help with this process so that there would be a separation between the agency responsible for the RFP and the partners that may be applying for the One Stop Operator position. Pam thanked Kevin and NCICG staff for their support in the RFP process. Cary Robbins also thanked Kevin and the NCICG staff for assisting with this project. Referring to Pam's earlier comment, Cary told members that a proposal to serve as the One Stop Operator was submitted by a consortium consisting of the IL Department of Employment Security, Department of Human Services Division of Vocational Rehabilitation, IL Valley Community College Adult Education and Business Employment Skills Team, Inc. After discussion, Gerald Waszkowiak said that based on the information provided by the readers, he motioned to recommend to the NCI Works Board to accept the One Stop Operator proposal

submitted by a consortium consisting of the IL Department of Employment Security, Department of Human Services Division of Vocational Rehabilitation, IL Valley Community College Adult Education and Business Employment Skills Team, Inc. Motion was seconded by Teresa Strum and carried. Carrie Folken abstained from discussion and voting.

#### Designation of One Stop Center Certification Team

Pam informed members that a One Stop Local Certification Team needs to be established by NCI Works. She told members that this Team will be responsible for conducting independent and objective evaluations of one-stop sites and making certification recommendations to NCI Works. The Team, Pam said will include the local board chair or designee and at least two other members representing LWIB members and staff and/or individuals who represent local partners with specific expertise serving populations with barriers. At least one team member, Pam said, must be an employers. Although the criteria for One Stop Certification is not finalized, Pam suggested that the Team be established. Pam stated that the One Stop Certification of the Comprehensive Center in Ottawa will be due on July 1. Pam then suggested the following individuals be considered as the One Stop Local Certification Team: Cary Robbins or Linda Burt, Gerald Waszkowiak (Oversight Committee Chair), Sara Escatel & Jim Knauf (Partners not located in the One Stop Center), Steve Martin (Director of LWIA #15) and an individual to be named that is a required partner not in our local workforce area. Cary agreed to serve on the Certification Team. Cary Robbins motioned to recommend the establishment of the One Stop Center Certification Team consisting of: Cary Robbins, Gerald Waszkowiak, Sara Escatel, Jim Knauf, Steve Martin and an individual to be named that is a required partner not in our local workforce area. Motion was seconded by Teresa Strum and carried.

#### Approval to participate in the development of a Conflict of Interest Policy

Pam informed members that a local workforce area has contracted with Melanie Arthur to develop a boiler plate of the conflict of interest's policies that will be required under the WIOA. She told members that with the new rules and regulations, there are many firewalls that need to be in place with fiscal, programs, workforce boards and one stop operator. Pam noted that five other local workforce areas have joined in this effort to help offset some of the costs associated with the development of these policies. Pam recommended that NCI Works become a part of this project. Carrie Folken motioned to recommend to the full Board to join with the other local workforce areas in the development of the conflict of interest's policies. Motion was seconded by Gerald Waszkowiak and carried.

#### Other Business

None

#### Public Comments

None

Adjournment

With there being no further business, Gerald Waszkowiak motioned to adjourn. Motion was seconded by Cary Robbins and carried. Meeting adjourned at 5:30 p.m.

Jo Ann Johnson

Approved by:

Mary Boogemans  
Secretary

*Approved January 23, 2018*