

**NCI Works Executive Committee Meeting Minutes
Via Electronic Means
Thursday, January 21, 2016**

The NCI Works Executive Committee Meeting was called to order at 5:04 p.m. by Co-Chair Linda Burt. Roll call was taken.

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

OTHERS PRESENT (Dixon): Kathy Day, Jo Ann Johnson

Approval of Meeting Minutes

Cary Robbins motioned to approve the June 17, 2015 Meeting Minutes as presented. Motion was seconded by Gerald Waszkowiak and carried.

Business Meeting

WIOA Update

Pam provided members with an update on the Regional Planning Process. She told members that Local Workforce Area #4 resides in 2 separate Economic Development Regions. Seven of the eight counties (Bureau, LaSalle, Lee, Putnam, Whiteside, Jo Daviess, and Carroll) are part of the Northwest Economic Development Region with Rock Island, Mercer and Henry Counties. She told members that Ogle County is part of the Northern Stateline Economic Development Region that includes Stephenson, Winnebago and Boone Counties. Pam said that meetings with both of the Regional Economic Development Regions have been scheduled so that the planning process can begin. Pam said that all parties appear to be focusing on manufacturing and healthcare as their sector strategies. That does not mean, Pam said, that agriculture, logistics and tourism is being excluded as a sector strategy. Pam told members that there will be a statewide meeting in Springfield on February 23 and 24 that will bring all parties together to continue the planning process. The Plan will be due in late March or April, Pam said. She told members that she will have more information available at the NCI Works meeting in March.

Discussion of NCI Works Structure & Appointments of Committee Chairs

Pam referred members to that NCI Works Committee Structure that was included with the

meeting materials. She told members that the structure is very similar to the ones of the past and highlighted the committee responsibilities. Pam pointed out that under the Workforce Innovation & Opportunity Act (WIOA) the law requires that non-members be included on each of the standing committees. Therefore, Pam said that the names of non-NCI Works members are listed and highlighted on the Committee Structure. After a brief discussion, the following individuals were appointed as Chairs and/or Co-Chairs to the NCI Works Standing Committee:

Oversight – Gerald Waszkowiak
One Stop Partner – Vanessa Hoffeditz
Business Liaison & Marketing – Linda Burt/DeAnne White
Employer Engagement – Cary Robbins/Debbie Clausen
Targeted Populations – Vanessa Hoffeditz/Carrie Folken
Youth Committee – Teresa Strum

It was agreed that staff would contact the above listed Chairs/Co-Chairs to schedule the initial meeting for each of the Committees.

Debbie Clausen pointed out that the Bylaws indicates that NCI Works membership must constitute 50% of a committee membership. She noted that the Youth Committee did not meet this requirement. Pam stated that this was an oversight on her part and would propose a modification to the bylaws in the future. In the meantime, the Executive Committee members agreed to serve on the Youth Committee until the bylaws could be amended to remove the 50% membership requirement.

Review & Approval of NCI Works Bylaws

Pam informed members that the Chief Elected Officials and NCI Works members approved the NCI Works Bylaws and an NCI Works & Chief Elected Officials Agreement. After they were approved, these documents were submitted to the IL Department & Commerce & Economic Opportunity (DCEO) as part of the Certification Package. Pam said that she learned that DCEO did not require an Agreement between the NCI Works and Chief Elected Officials, but did require that the information in the Agreement be part of the Bylaws. Therefore, Pam told members, the Bylaws were revised to incorporate the information that was outlined in the Agreement to the NCI Works Bylaws. With there being no corrections, Vanessa Hoffeditz motioned to approve the NCI Works Bylaws as amended. Motion was seconded by Mary Boogemans and carried.

Appoint Representative to Negotiate Memorandum of Understanding (MOU)

Pam disseminated a summary of what the Memorandum of Understanding (MOU) progress is and the responsibilities of both the workforce board and the Chief Elected Officials. Pam said that one part of the MOU describes how the programs and services will be coordinated and delivered to both business customers and job seeking clients. The other part, she said will be the negotiation of the One Stop Center infrastructure costs for the system. Pam then provided members with a handout, from the State's Interagency Team, identifying the individuals to negotiate Local MOUs on behalf of Required Partners in LWIA #4. She then reviewed the list for members noting that an individual needs to be appointed to negotiate the MOU for Title IB and the Trade Adjustment Act. Pam said that Business Employment Skills Team, Inc. is

responsible for operating these programs and recommended that Carrie Folken be appointed to negotiate the MOU for LWIA #4 on behalf of Business Employment Skills Team, Inc. Pam continued by requesting that Kathy Day be appointed to be responsible for negotiating the financial parts of the MOU. Pam told members that she will be the convener for the meetings for the program side. Pam told members that in the Governor's Guidelines the person responsible for costs negotiations must be a member of the private sector of the workforce board or an impartial person.

Approve Process for Cost Sharing Negotiations

Kathy continued the discussion by providing members with options for the cost sharing negotiations of the MOU. She said that the options are to have a private sector board member negotiate the costs or releasing a Request for Proposal to companies who may be interested in negotiating the MOU costs on the Board's behalf. Kathy told members that there were a few nationally known companies that may be interested in submitting a proposal.

After discussion Gerald Waszkowiak motioned to appoint Carrie Folken as the program negotiator for the MOU. Motion was seconded by Debbie Clausen. Motion carried. Debbie Clausen motioned to appoint Kathy Day as the negotiator for the Cost Sharing negotiations for the MOU. Motion was seconded by Gerald Waszkowiak. Motion carried.

In reviewing the Cost Sharing Negotiation options, Gerald Waszkowiak motioned to request the Request for Proposal for MOU Cost Sharing Negotiations. Should no proposals be received the option of a private sector board member or an impartial person would be considered. Motion was seconded by Mary Boogemans and carried.

Approve Sauk Valley Community College Training Programs

Pam explained that the Department of Commerce & Economic Opportunity (DCEO) has not released the Policy Letter regarding approval of training programs so this action was tabled until the release of the Policy Letter.

Update on Employer Forums

Pam told members that under the Workforce Innovation & Opportunity Act (WIOA) more employer engagement and work-based learning activities are required as part of career pathways. Pam continued by saying that Employer Forums are being planned by the BEST, Inc., IL Department of Employment Security, Department of Vocational Rehabilitation, Adult Education and the community colleges. She said that they will be held at IL Valley Community College and Sauk Valley Community College in the spring. Pam said that others will be planned for Jo Daviess, Carroll and Ogle Counties at a later date. She told members that the goal of these events is to address the pipeline issue of getting kids into careers.

Other Business

Pam told members that under WIOA there is more requirement to be involved with the financial

side of the program and asked Kathy to review financial reports for members. Referring to a packet of financial reports, Kathy provided an overview of the materials noting 40% of our costs must be spent on direct training for adults and dislocated workers. She noted that as of November 30, 2015, 67% has been spent on direct training for adults and 51% has been spent on direct training for dislocated workers. For the youth program, Kathy told members that at least 20% must be spent on work-based learning activities. As of November 30, 2015, Kathy said that 19% has been spent on work-based learning activities for the youth program. Reviewing the grants that were listed on the front page, Kathy said that as of November 30, 2015, the total grant income is \$5,213,750.78. She said that the amount will increase as another Trade grant was received. Kathy then reviewed the summary of the grants and expenditures that were listed on the first page of the report. She then referred members to the last page of the report and provided members with a review of the WIB Budget. The other pages, Kathy said, is the individual grants broken down by budget, expenditure and projected expenditures. After discussion, Gerald Waszkowiak motioned to present to the Executive Committee and NCI Works Board the summary sheet and WIB Budget for review and action. Motion was seconded by Cary Robbins and carried. Kathy told members that she would have a copy of the complete report should there be any questions from members.

Pam announced that Streator Unlimited was selected for a Statewide Business Leadership Award and will be honored by the Illinois Workforce Partnership (IWP) at their April meeting.

Public Comments


None

Adjournment

With there being no further business, Linda Burt motioned to adjourn. Motion was seconded by Teresa Strum and carried. Meeting adjourned at 6:20 p.m.

Jo Ann Johnson

Approved by:


Mary Boogemans
Secretary