

**NCI Works Executive Committee Meeting Minutes
Via Electronic Means
June 22, 2017**

The NCI Works Executive Committee Meeting was called to order at 5:30 p.m. by Co-Chair Cary Robbins. Roll call was taken.

Name	Present (IL Valley Community College)	Present (BEST, Inc. Fiscal Office, Dixon)	Absent
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

OTHERS PRESENT (Dixon): Kathy Day, Dianna Schuler

Approval of the Meeting Minutes

Gerald Waszkowiak motioned to approve the March 21, 2017 Meeting Minutes. Motion was seconded by Mary Boogemans and carried.

Business Meeting

One Stop Operator Agreement

Pam informed members that the law requires an agreement between the local workforce board and the One Stop Operator. Pam reminded members that the One Stop Operator Consortium consists of the Business Employment Skills Team, Inc., IL Valley Community College Adult Education, IL Department of Employment Security and IL Department of Human Services/Division of Rehabilitation Services. She said that the Agreement is between the One Stop Operator Consortium, NCI Works and the Chief Elected Officials. Pam then reviewed the document for members noting that that the document address the roles and responsibilities of the Operator. Under Section V, Pam pointed out that in order to prevent any conflict of interest, each member of the consortium must disclose any potential conflict of interest during a meeting and therefore recuse themselves from any discussion and/or action. Section VI of the document, Pam said, provides a list of functions prohibited by each of the Operators. With there being no comments, Linda Burt motioned to accept the One Stop Operator Agreement. Motion was seconded by Gerald Waszkowiak and carried. Carrie Folken recused herself from discussion and action as she is part of the One Stop Operator Consortium.

Single Entity-Multiple Roles Agreement

Pam told members that she and Kathy had mentioned that several written agreements and documents had to be developed under the WIOA. She explained that under the Workforce Innovations & Opportunity Act (WIOA) a single entity can perform multiple functions as long as there are certain firewalls and separation of duties outlined. The Agreement, she stated, has to be agreed upon by the Chief Elected Officials, local Workforce Board and the Governor. Pam said that Melanie Arthur developed the Single Entity-Multiple Roles Agreement after reviewing LWIA #4's bylaws, organizational chart, etc. and suggested that since BEST, Inc. is 501(c)3 that the Corporate Board also be part of the Agreement. Referring to the document, Pam pointed out that NCI Works, BEST, Inc., and the One Stop Operator Consortium will have a clear understanding of who is performing each function. Pam stated that this document assures that we are okay to continue what we are doing without any firewalls or conflict of interest. With there being no further discussion, Linda Burt motioned to approve the Single Entity-Multiple Roles Agreement. Motion was seconded by DeAnne White and carried. Carrie Folken recused herself from discussion and action as she is part of the One Stop Operator Consortium.

One Stop Operator Procurement Attestation

Pam reminded members that under WIOA the One Stop Operator had to be competitively procured. The One Stop Operator Procurement Attestation documents the whole process and attests that each item was done in compliance with WIOA and corresponding regulations, the Uniform Guidance, TEGL15-16, and conflict of interest policies of both the state and the LWIB. During a review of the document, it was noted that #5 should include North Central IL Council of Governments as they assisted in the procurement process in addition to Workforce Enterprise Services. With there being no questions or further comments, DeAnne White motioned to approve the One Stop Operator Procurement Attestation as corrected. Motion was seconded by Gerald Waszkowiak and carried. Carrie Folken recused herself from discussion and action as she is part of the One Stop Operator Consortium.

One Stop Center Certification

Pam informed members that the Certification Team consisting of Cary Robbins, Gerald Waszkowiak, Kevin Lindeman and Steve Martin conducted the walk-through of the One Stop Center early today. Prior to the walk-through, Pam said, the Certification Team completed a desk audit that was part of the process. Pam told members that during the discussion at the walk-through the Team recommended a few positive constructive changes to the Certification document that is to be submitted to DCEO. Such improvements, Pam said is allowable. Pam stated that this is the initial certification and the state recognizes that not everything will be ready by July 1, 2017. Gerald told members that the Certification Team did have some recommended changes to the Certification document and they were accepted by the One Stop Operators. Gerald motioned to approve the certification of the NCI Works One Stop Center. Motion was seconded by Cary Robbins and carried. Carrie Folken recused herself from discussion and action as she is part of the One Stop Operator Consortium.

PY 2017 Memorandum of Understanding

Pam informed members that the IL Department of Employment Security requested some language change since the document was approved in May. She told members that the MOU was updated with the language and the Partners did not have any objection. Kathy D told members that the budget did not have any changes. Carrie Folken motioned to approve the PY 17 Memorandum of Understanding.

Motion was seconded by Mary Boogemans and carried.

PY 17 Budget

Referring to the WIOA Program Funding document that was disseminated at the meeting, Kathy D told members that BEST, Inc. received an increase of \$700,000 for Program Year 2017 (July 1, 2017 – June 30, 2018). However, she said that depending on the outcome of the Federal Budget BEST, Inc. could lose up to 40% which would bring the grant total to less than our current funding for PY 2016. Even though we received the allocations, Kathy said, we do not have the authority to spend the money until the State passes their budget. Reviewing the budget, Kathy told members that the increase was in the adult, dislocated and youth programs. Kathy told members that the Cumulative Registrants Report was also attached to the budget that reflects the number of individuals will be served during PY 2017. Members then discussed the State and Budget situation. Cary Robbins motioned to accept the PY 17 Budget as presented. Motion was seconded by Gerald Waszkowiak and carried. Carrie Folken recused herself from discussion and action as she is part of the One Stop Operator Consortium.

Other Business

None

Public Comments

None

Adjournment

With there being no further business, Mary Boogemans motioned to adjourn. Motion was seconded by Carrie Folken and carried. Meeting adjourned at 6:03 p.m.

Jo Ann Johnson

Approved by:

Mary Boogemans
NCI Works Secretary