

**NCI Works Executive Committee Meeting Minutes
Via Electronic Means
October 27, 2016**

The NCI Works Executive Committee Meeting was called to order at 5:30 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		
Carrie Folken	X		
Vanessa Hoffeditz	X		
Cary Robbins			X
Teresa Strum		X	
Gerald Waszkowiak	X		
DeAnne White			X

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

OTHERS PRESENT (Dixon): Kathy Day, Dianna Schuler

Approval of the Meeting Minutes

Gerald Waszkowiak motioned to approve the April 26, 2016 Meeting Minutes. Motion was seconded by Mary Boogemans and carried.

Business Meeting

Approval of the Process to Procure a Provider to develop the One Stop Operator RFP

Pam informed members that WIOA requires local workforce areas to competitively procure the One Stop Operator. Under WIA, she said, the Elected Officials and LWIB could designate the Operator. Pam suggested that an independent group be charged with the development of the Request for Proposal. To start the process, Pam said, Local Workforce Area 15 and Local Workforce Area 4 will initiate a Request for Quote for a vendor/individual to develop the Request for Proposal (RFP). The RFP review process and selection of the One Stop Operator will be the decision of the NCI Works Executive Committee. She told members that the One Stop Operator has to be in place by July 1, 2017. Vanessa Hoffeditz motioned to approve the process to procure a provider to develop the One Stop Operator RFP. Motion was seconded by Teresa Strum and carried.

WIOA Interagency Work Group MOU Review Letter

Pam informed members that the Regional Plan, Local Plan and MOU were approved at different levels by the WIOA Interagency Work Group. She told members that the Regional Plan needs some technical corrections and she is trying to convene a meeting to make these corrections. The Local Plan, Pam said

was approved but does require a couple of minor corrections. Initially, Pam said, the MOU had a few corrections that had to be completed within 30 days. Pam told members that she had already addresses those findings with Department of Commerce prior to the letter being sent. Pam told members that she contacted Mike Baker with Department of Commerce and he confirmed that the Interagency Work Group was looking at a different document and therefore, no corrections were due at this time. Pam told members that the Local Planning Team, Regional Planning Team and MOU Team will be meeting to address each of the issues identified in the letter. She told members that her goal to have the final documents ready to submit by late March or early April. One reason for waiting, Pam said is to include the PY 17 allocation with the modification. All in all, Pam told members, each of the documents was approved at some level.

Incumbent Worker Training (IWT) Policy

Pam presented the Incumbent Worker Training (IWT) Policy to members. She said that the initial IWT policy needed to be revised to include technical changes that were included in the final WIOA regulations. Pam then outlined the significant changes for members. She said that "funding will be limited to \$80,000 per 12 month period per employer. Exceptions will be made with the approval, in the interest of time, of the Executive Director of Programs/LWDB." The previous policy, Pam said, had a \$25,000 limit. Next, "training must lead to some type of certificate (industry recognized certificate, certificate of completion, degree, etc.). While training may include mid and upper management, all IWT projects must include frontline staff to be considered for funding. Except in cases where an entire company is being trained, projects should limit mid and upper management attendance to no more than 30% of the total number of employees to be trained. The focus being on frontline staff is in keeping with the concept of incumbent worker training to upskill the employee allowing him/her to retain their employment and/or move into a higher skilled/higher paid job. Allowances may also be made, with the approval of the Executive director of Programs/LWDB, for plans that are train the trainer projects." The last significant change, Pam said is LWA #4 will follow state policy in reimbursing employers for the cost of training. Non-federal match requirements are: a. 25% of the cost, for employers with 100 employees or less; b. 50% of the cost, for employers with more than 100 employees." After discussion, Debbie Clausen motioned to approve the Incumbent Worker Training policy. Motion was seconded by Vanessa Hoffeditz and carried.

Request to transfer \$270,000 from Dislocated Worker allocation to the Adult allocation

Kathy requested to transfer \$270,000 from the Dislocated Worker allocation to the Adult allocation. She told members that this request is being made because most of the customers coming to BEST, Inc. for serves are eligible for the Adult program. She told members that additional funds are available through Department of Commerce to serve dislocated workers if needed.

Gerald Waszkowiak motioned to approve the request to transfer \$270,000 from the Dislocated Worker allocation to the Adult allocation. Motion was seconded by Teresa Strum and carried.

NCI Works Bylaw Revision

Pam presented a Bylaws Revision to Article V, Committees and Task Force Groups, Section 2, second paragraph. She reminded members that the bylaws state that at least fifty percent (50%) of the

committee members shall be NCI Works' members. Pam pointed out the Executive Committee members were asked to serve on the Youth Committee so that this requirement could be met. Debbie commented that she supported the amendment but would like to see at least one NCI Works member serve on the Youth Committee. Vanessa Hoffeditz motioned to recommend to NCI Works the following amendment to Article V, Committees and Task Force Groups, Section 2, Paragraph 2:

Each Committee Chair may select his/her committee members with approval of the NCI Works Chair(s). ; however, at least ~~fifty percent~~ (50%) one (1) of the committee members shall be an NCI Works' member. Purpose and responsibilities.....

Motion was seconded by Mary Boogemans and carried.

Approval of Request for Proposal – High School Equivalency for Carroll and Jo Daviess Counties

Carrie informed members that the Youth Committee approved the release of a Request for Proposal for an individual or entity to operate a High School Equivalency Program for out-of-school youth in Carroll and Jo Daviess Counties. Gerald Waszkowiak motioned to concur with the Youth Committee's recommendation to release a High School Equivalency Program Request for Proposal for out-of-school youth in Carroll and Jo Daviess Counties. Motion was seconded by Carrie Folken and carried.

Other Business

Pam informed members that the BEST, Inc. Office in Peru would be closing on November 30, 2016. Effective November 17, 2016, Pam said, all staff will be moved to IL Valley Community College. Members then discussed other meeting locations as the Peru Office would not be available. Debbie told members that LMK has a meeting room that can be used. Linda said that St. Margaret's has meeting rooms that can be used also. Pam confirmed that all are accessible and open to the general public.

Public Comments

None

Adjournment

With there being no further business, Vanessa Hoffeditz motioned to adjourn. Motion was seconded by Mary Boogemans and carried. Meeting adjourned at 6:06 p.m.

Jo Ann Johnson

Approved by:



Mary Boogemans
Secretary