

**NCI Works Executive Committee Meeting Minutes
Via Electronic Means
April 26, 2016**

The NCI Works Executive Committee Meeting was called to order at 5:00 p.m. by Co-Chair Linda Burt. Roll call was taken.

Name	Present (Peru)	Present (Sterling)	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): Jo Ann Johnson

OTHERS PRESENT (Dixon): Kathy Day, Pam Furlan

Approval of Meeting Minutes

Gerald Waszkowiak motioned to approve the January 21, 2016 Meeting Minutes as presented. Motion was seconded by Debbie Clausen and carried.

Business Meeting

Cary Robbins began by asking Pam to present the items listed on the agenda.

Review & Approval of WIOA Local Plan

Pam presented an overview of the WIOA Local Plan to members. She said that the Local Plan describes how we will be delivering services and programs to all of our customers (job seekers, youth, businesses, etc.). Referring to the document entitled “State of Illinois WIOA Regional and Local Planning Guide – Draft, Chapter 4” is the Local Plan for the 8-county region. Pam said that the Local Plan was put together by a team of different partnering agencies and provides an overview of how services will be coordinated, referrals of customers and business initiatives. Pam said that the responsibility of the Local Workforce Board is to be a part of the planning process, strategies and initiative. Under WIOA, Pam said, the role of the Local Workforce Board will be much bigger. Pam told members that the 4 Core Partners (BEST, Inc., Adult Education, Division of Rehabilitation Services and the IL Department of Employment Security) by law must present the Plan to the Local Workforce Board. She said that eventually each of the Core Partners will have to report to the Local Workforce Board how our agencies are going to carry out their part of strategic plan. Pam stated that she is planning to expand on the Local Plan

before it is finally submitted to the Department of Commerce in June. The Local Plan being presented, Pam said is the framework for the May 2 submission that will start the 30-day comment period. Pam told members that during the 30-day comment period, the Local Plan will be available at local offices and posted to the NCI Works and BEST, Inc. websites. Pam told members that the Local Plan is in a simplified format, however, the final document will be larger and provide more explanation of the programs and services available in the Local Workforce Area. Referring to Page 19 of the Local Plan, Pam pointed out that the Local Plan was presented to the Chief Elected Officials at their meeting on Monday, April 25 and it is now being presented to the NCI Works Executive Committee today. Once it is approved, the document will be sent out to NCI Works members and the Planning Team.

Cary asked members if they had any questions or comments for Pam regarding the Local Plan narrative. Gerald stated that he noticed that the term “customer” and “client” were used interchangeably and asked if that was her intention. Pam responded by saying that the correct term should be “customer” and she will change it before it is released for Public Comment.

With there being no other questions or comments, DeAnne White motioned to approve the Local Plan as presented. Motion was seconded by Teresa Strum and carried.

Review & Approval of Memorandum of Understanding (MOU)

Pam presented the Memorandum of Understanding (MOU) to members. She told members that the first few pages list the Agency Names, Required Program and the Individual Names of those who are authorized to sign the document. For the most part, Pam said, these same individuals were the ones who were part of developing the MOU. Pam stated that there are 2 components to the MOU. The program and services section, Pam said, defines how they will be delivered by whom, how they will be coordinated and whether the program and services will be delivered at the One Stop Center or through technology. She said that there is a lot of similarities between the MOU and the Local Plan.

Pam told members that for the narrative section of the MOU, she coordinated the negotiations by either have meetings or conference calls. Carrie Folken, Program Manager with the Business Employment Skills Team, Inc. (BEST, Inc.) will be the individual to sign the MOU for BEST, Inc. Pam said that Kathy was the individual that negotiated the costs on behalf of BEST, Inc. Pam told members that by law, a neutral party had to convene the meetings and/or conference calls. This task, she said, was contracted out.

Pam also referred members to the Matrixes in the MOU noting they list the Partners and the services available at the Local Comprehensive One Stop Center. Pam reminded members that in Local Workforce Area #4, the IL Department of Employment Security will only support one Comprehensive One Stop Center and it was determined to be in Ottawa. The Sterling Office, she said, will be considered as an Affiliate. Pam stated that all of the Partners listed on the MOU will be contributing towards the cost of the One Stop Center.

Kathy then presented the Shared Cost information for the One Stop Center. She told members that one of the Partners has questioned the facility costs for the Ottawa One Stop Center. The

Partner, Kathy said, represents a state agency and is housed in the same building as the IL Department of Employment Security. Referring to the budget Kathy disseminated, she told members that the costs being questioned are for the cleaning services. The Partner, Kathy said, was under the impression that their cleaning services costs were included in the rent. Kathy told members that Central Management Services (CMS) is confirming these costs. Should the costs for the cleaning services be part of the Partner's rent, then the budget, Kathy said, would be reduced by \$18,000 and all other Partner's costs would be reduced. Kathy said that there is no indication that the costs will go up, only down. Kathy told members that all Partners agreed that if they are onsite they would help with the facilities costs and everyone would be responsible for the system costs that are included on the last page of the Shared Costs Budget. Kathy told members that the Chief Elected Officials conditionally approved the Shared Costs Budget whether it remains as presented or is reduced. She said that the draft of the Shared Costs Budget has to be submitted by April 30. Linda Burt motioned to approve the Memorandum of Understanding (MOU) and conditionally approve the proposed Shared Costs Budget for submission on April 30. Motion was seconded by Gerald Waszkowiak and carried.

Review & Approval of WIOA Regional Plans

Pam then provided a review of the Regional Plans. She told members that the Regional Plan is like the umbrella to the Local Plan. Pam reminded members that 7 counties (Bureau, Carroll, Jo Daviess, LaSalle, Lee, Putnam & Whiteside) reside in the Northwest Region Economic Development Region and Ogle County is part of the Northern Stateline Region with Boone, Winnebago, and Stephenson Counties. Pam disseminated some additional information from Chapter 3 of the Northwest Region Plan that further describes the Regional Vision, Goals and Strategies. She said that the Northwest Region Plan has good labor market and demographic information as well as education information by county. The final plan, Pam said, will be more detailed.

Pam said that the Regional Plan for the Northern Stateline Region is not complete but she did provide the vision and goals as well as how they are going to be carried out. The final version, Pam said will be more detailed.

Pam informed members that the Director from the Quad City area is in charge of writing the plan for the Northwest Region and he said that more detailed information would be available for the final version and for the May 2 Public Review and Comment version. She said that one of the plan writers from the Northern Stateline Region has asked for some input from our staff and that is being provided so she can complete Chapter 3 of that Regional Plan. Pam said that the Regional Plans development is a work in progress. The 30-day Public Review Comment period started May 2. After the review period, Pam said that staff will have 15 days to finalize the Plan and submit it to the IL Department of Commerce by July 1.

Vanessa asked if the Plan could be modified at a later date. Pam stated that although the Plans are effective for 4 years they can be modified at any time.

Vanessa Hoffeditz motioned to approve the Regional Plans as presented. Motion was seconded by Teresa Strum and carried.

Training Provider Update

Pam informed members that one of the responsibilities of the NCI Works is to approve training programs submitted by training providers so that they can be included on the Statewide Training List. In the past, she said, we have always had a group of staff (committee) appointed by NCI Works, to conditionally approve programs in lieu of waiting for the Board's approval. She said that the information was provided to members at the next NCI Works meeting for ratification. Pam requested that Carrie Folken, Joel Torbeck and Jo Ann Johnson be appointed as the "committee" to conditionally approve training programs submitted to the IL Workforce Development System until they can be ratified by NCI Works. Debbie Clausen motioned to appoint Carrie Folken, Joel Torbeck and Jo Ann Johnson to the committee of 3 to approve training programs as recommended. Motion was seconded by Linda Burt and carried.

Other Business

Kathy informed members that allocations were received for Program Year 2016 and BEST, Inc. received a cut of \$449,000. Although the adult and dislocated worker grants were cut, the large one was the youth program. Kathy told members that she has started working on a budget that will be presented to NCI Works for approval.

Pam told members that last year she informed the Chief Elected Officials that under the Workforce Innovation & Opportunity Act (WIOA) the emphasis is more on work based learning activities such as work experience and on-the-job training programs. These types of programs, Pam said, are less costly than sending an individual to school for 2-3 years. Kathy commented that the same number of customers will be served but in different programs.

Public Comments

None

Adjournment

With there being no further business, Mary Boogemans motioned to adjourn. Motion was seconded by Vanessa Hoffeditz and carried.

Jo Ann Johnson

Approved by:



Mary Boogemans
Secretary