

**NCI Works Executive Committee Meeting Minutes  
Via Electronic Means  
Monday, January 12, 2015**

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

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, Randy Freeman, Jo Ann Johnson

**OTHERS PRESENT (Dixon):** Kathy Kay

Approval of the Meeting Minutes

Gerald Waszkowiak motioned to approve the April 16, 2014 Meeting Minutes as presented. Motion was seconded by Cary Robbins and carried.

**Business Meeting**

Review & Approval of Initial Transition Plan

Pam informed members that the Dept. of Labor is allowing local workforce investment areas to use up to 2% of their WIA funds for transitioning to the WIOA program. She said that \$30,510 will be taken from the Dislocated Worker Program and \$19,490 from the Youth Program funding streams for these activities. Referring to the attachment that was included with the meeting materials, Pam provided a brief overview of the various transitional activities planned to transition into WIOA. One activity, Pam pointed out, was a train-the-trainer for Skills Fairs and Sector Strategies Identification.

Pam told members that the Chief Elected Officials, at their December meeting, gave staff the authority to prepare and submit a plan modification that allowed for WIOA transitional activities. She said that although the Transitional Plan is not due until the end of February, she was informed that as soon as the information is submitted to DCEO it will be reviewed and approved. Vanessa Hoffeditz motioned to approve the Transitional Plan as presented. Motion was seconded by Teresa Strum and carried.

BRIDGE Contract Revision

Pam informed members that Streator High School, who operates the BRIDGE Youth Program, is converting their computer system to Google Chrome Books for student use. Due to this conversion, Pam said, they are requesting to increase their contract by \$3,000.00 to purchase Google Chrome Books. Vanessa Hoffeditz motioned to approve the request to modify the contract with Streator High School to increase their contract \$3,000.00. Motion was seconded by Cary Robbins and carried.

### Youth Council Appointment

Pam informed members that Carrie Folken was appointed to the NCI Works in December and is interested in serving on the Youth Council. Debbie Clausen motioned to appoint Carrie Folken to the Youth Council. Motion was seconded by Teresa Strum and carried.

### Review & Approval of WIB Budget Revision

Pam disseminated a copy of the WIB Budget revisions to members. She said that some NCI Works members were not able to attend the NAWB Conference this year in Washington DC and therefore, the travel budget was reduced accordingly. Pam also said that the consultant fee line item will be reduced since those costs were included in the WIOA Transitional Plan that was recently approved. With those two revisions, Pam told members that the WIB Budget was reduced from \$28,700 to \$11,250. Pam stated that the funds taken from the WIB Budget will be put back into the program budget. Linda Burt motioned to approve the Revised WIB Budget as presented. Motion was seconded by Teresa Strum and carried.

### Update on 1E Grant(s) Application

Kathy Day informed members that staff are identifying individuals who may be eligible for the Rapid Response IE (Emergency) Grant due to a dislocation event. She asked members for authority to proceed with the grant application which would provide for additional funding to the area. Debbie Clausen motioned to give Kathy Day authority to apply for the IE grant as presented. Motion was seconded by Cary Robbins and carried.

### Work Experience Policies

Pam informed members that the Work Experience/Work Based Learning Policy was revised to include language from the WIOA. She said that the revised policy is being submitted for approval so that it can be included with any plans or procedures that will be necessary for the new program.

Gerald asked about the statement capping maximum weekly hours at 30 and what impact that will have on the ACA. Pam commented that the Department of Labor will be getting clarification from the IRS regarding this issue.

After discussion, members agreed to move forward with the Work Experience/Work based Learning Policy with the information that was currently available.

Linda Burt motioned to approve the Work Experience Policies as presented. Debbie Clausen recommended changing the language for #5 to read: "Maximum weekly hours will be capped at 30 hours to ~~allow~~ include time for meeting with the participant's career advisor and for job search." Linda Burt amended her motion to accept the language change. Motion was seconded by Mary Boogemans and carried.

### Talent Pipeline Grant

Pam informed members that the U.S. Department of Labor has issued a Talent Pipeline Grant application that will allow local workforce areas to work with employers by providing training opportunities for employers through work-based learning activities such as Incumbent Worker Training,

On-the-Job Training, etc. She said that this is a competitive grant and a commitment by the employer is needed before submitting the application. Pam told members that the Business Relations Representatives have been visiting with employers to see if there is an interest in this activity. Pam continued by saying that the local area is short on funds and this would provide some additional funding to assist employers. It is anticipated that the program would start in March.

Gerald Waszkowiak motioned to allow staff to submit the Talent Pipeline Grant on behalf of NCI Works. Motion was seconded by Cary Robbins and carried.

#### Job Training & Economic Development Grant (JTED)

Pam informed members about some of the Job Training & Economic Development Grants that will target low income individuals or dislocated workers. Pam said that initially staff were thinking of applying for these grants, but after participating in a webinar and finding out more information it appears to be a risky opportunity. Pam provided this as an informational item.

#### Increase ITA Cap from \$10,000 to \$13,000

Pam told members that an Individual Training Account (ITA) is what is provided to individuals who are attending school under the WIA programs. She said that the lifetime cap of \$10,000 per person, which includes tuition, books and fees, was approved by the NCI Works under LWIA #12 and again during the merger of LWIA #4 and LWIA #12. Pam stated that under the previous LIWA #4, their life time limit was \$10,000, but it also included training materials such as nurse's caps, tools, etc. She continued by saying that waivers are allowed to increase the amount of the ITA cap should additional monetary assistance be needed. For budgeting purposes, Pam said that it is being recommended to increase the ITA Cap from \$10,000 to \$13,000. After discussion, Cary Robbins motioned to recommend to NCI Works to increase the ITA Cap from \$10,000 to \$13,000. Motion was seconded by Vanessa Hoffeditz and carried.

#### Approval to use Incentive Grant for Work-based Learning Activities for Adult and Dislocated Workers

Pam informed members that the Incentive Grant can be used for any allowable purpose under the Workforce Investment Act. She said that locally, it is being recommend to use the \$21,777 as an additional source of funding to cover program activities for adults and dislocated workers. Pam said that the money needs to be spent by June 30, 2015. With there being no objections, Gerald Waszkowiak motioned to approve the use of Incentive Grant funds for Work-based Learning Activities for Adults and Dislocated Workers. Motion was seconded by Teresa Strum and carried.

#### Other Business

Pam informed members that the draft regulations will not be issued in January as originally expected. She said that during a conference call today with the Secretary of Labor they learned that the draft regulations will be out in the spring.

Pam addressed a few changes regarding the local workforce investment board membership. She said that it is expected that the number of members will be reduced.

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 5:50 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in cursive script that reads "Mary Boogemans". The signature is written in black ink and has a long, sweeping tail that extends to the right.

Mary Boogemans  
Secretary