

**NCI Works Executive Committee Meeting Minutes  
Via Electronic Means  
June 26, 2018**

The NCI Works Executive Committee Meeting was called to order at 5:34 p.m. by Co-Chair Cary Robbins. Roll call was taken.

<b>Member Name</b>	<b>Present (IL Valley Community College)</b>	<b>Present (BEST, Inc. Fiscal Office, Dixon)</b>	<b>Absent</b>
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	
<b>Others</b>			
Pam Furlan		X	
Jo Ann Johnson	X		

Approval of the Meeting Minutes

Teresa Strum motioned to approve the March 15, 2018 Meeting Minutes. Motion was seconded by Carrie Folken and carried.

**Business Meeting**

Agreement for a Single Entity Performing Multiple Roles

Pam provided a review of the changes to the Agreement for a Single Entity Performing Multiple Roles. She reminded members that this document reflects the separation of different functions of staff the Chief Elected Officials, BEST, Inc. Board of Directors and NCI Works and allows BEST, Inc. to serve as the single entity. Pam referred members to Page 6 of the document that summarizes the firewalls with BEST, Inc. separation of duties and staff in each role. The reason this document needed to be revised, Pam said, is that BEST, Inc. no longer has two co-directors and therefore the document needed to be revised. Pam also told members that Melanie Arthur, who developed this instrument, will be working on two additional documents for the Chief Elected Officials. Cary Robbins motioned to approve the Agreement for a Single Entity Performing Multiple Roles. Motion was seconded by Mary Boogemans and carried.

Illinois Workforce Partnership Representative Appointment

Pam informed members that the Illinois Workforce Partnership (IWP) is the association of workforce directors in Illinois. Pam commented that she is the current president of IWP. Pam said that each local

area is allowed up to 2 representatives on IWP, however, with Kathy Day leaving BEST, Inc. Pam will be the only member. Due to this change, Pam said, a new appointment form needs to be approved by the Co-Chairs of NCI Works and Chief Elected Official Chair. Debbie Clausen motioned to approve Pam to serve on the IWP. Motion was seconded by Teresa Strum and carried.

### NCI Works Procurement Policy Revisions

Pam provided members with an overview of the revisions to the NCI Works Procurement Policy. She told members that the changes were technical in nature due to having only one Executive Director now. Motion by Debbie Clausen to approve the revisions to the NCI Work Procurement Policy. Motion was seconded by Mary Boogemans and carried.

### PY 17 Plan Modification

Pam informed members that the reason for the PY 17 Modification is due to the fact that the Department of Labor had excess funding that was given to the State in order to restore the previous cuts. Pam said that LWIA #4 received \$32,383.00. Mary Boogemans motioned to approve the PY 17 Plan Modification. Motion was seconded by Debbie Clausen and carried.

### PY 18 Plan

Copies of the PY 18 Plan information was disseminated to members. Pam informed members that these documents will establish a new grant for Program Year 2018 (July 1, 2018 – June 30, 2019). She said that the allocation for PY 18 is \$3,211,809 and provided members with a breakdown of each program:

Adult - \$913,616

Dislocated Workers \$1,389,959

Youth \$908,234

Pam commented that BEST, Inc. received a reduction of funds from PY 17 to PY 18. Although it is a significant decrease, Pam told members that BEST, Inc. will have carry-forward funds from PY 17 to PY 18 that will help cover costs. Linda Burt motioned to approve the PY 18 Plan as presented. Motion was seconded by Cary Robbins. Motion carried.

### Approval of the Targeted Population Consultant

Pam referred members to the Request for Proposal Rating Summaries that were included with the meeting materials. She told members that Thomas P Miller & Associations (TPMA) and Workforce Enterprise Services, Inc. (WES) submitted proposals for the Targeted Population Consultant. Pam reminded members that the purpose for this project is to help identify the hiring practices of employers for individuals of our targeted populations (individuals with disabilities, veterans, individuals returning from incarceration). Pam said that the project will also including marketing and curriculum development. Members then reviewed the information that was included with the meeting materials. Pam noted that if a grant from DCEO is not received, that WIOA formula money would be used. In regards to the timeline, Pam commented that once the consultant is secured, she will have Dianna Schuler begin collecting supporting documents and begin writing the grant to DCEO to secure the funding for the project. Pam stated that after submitting the grant application to DCEO, it would take a few weeks for them to review and either approve or deny the project. Cary Robbins motioned to approve Thomas P. Miller as the consultant for the Targeted Population project at a cost of \$72,000. Cary included in the motion that if the project is not funded by DCEO that WIOA formula funds will be used for this project. Motion was seconded by Debbie Clausen and carried.

## Memorandum of Understanding (MOU) Modification

Pam then provided an overview of some of the changes to the MOU. She stated that Tri-County Opportunities Council, Adult Education at Sauk Valley Community College and IL Valley Community College and National Able will provide direct linkages through SKYPE with a video option for interested customers. She said that since Department of Rehabilitation Services and Department of Human Services/TANF are located in the One Stop, they will not be providing direct linkages through SKYPE as it will be provided onsite. Pam then reviewed the Resource Sharing Budget that was presented noting that the Resource Sharing Budget must be updated and approved each year. Pam told members that the Resource Sharing Budget shows how all of the partners will pay for the system and center. The MOU document, Pam said, is for three years so it will not expire until 2020. DeAnne motioned to approve the Memorandum of Understanding Modification and the Resource Sharing Budget as presented. Motion was seconded by Mary Boogemans and carried.

## Other Business

Pam reported that with Kathy Day no longer with BEST, Inc. we have had to make a lot of transitions. Pam recognized staff for stepping up and are doing an outstanding job in getting things accomplished. Pam told members that to date, three applications have been received for the Chief Financial Officer positions. She is hoping to start interviewing within the next few weeks.

## Public Comments

None

## Adjournment

With there being no further business, Linda Burt motioned to adjourn. Motion was seconded by Mary Boogemans and carried. Meeting adjourned at 6:04 p.m.

Jo Ann Johnson

Approved by:

Mary Boogemans  
Secretary