

**NCI Works
Meeting Minutes
May 23, 2017**

The NCI Works Meeting was called to order at 5:30 p.m. by Co-Chair Linda Burt. Roll Call was taken.

| Name | Present Il. Valley Community College | Present Sauk Valley Community College | Present Carroll County Housing Authority | Absent |
|--------------------|---|--|---|---------------|
| James Andreoni | x | | | |
| Dave Argubright | | | | X |
| Ed Bochniak | | | X | |
| Mary Boogemans | X | | | |
| Linda Burt | X | | | |
| Fidencio Campos | | X | | |
| Debbie Clausen | X | | | |
| Vicki Carlson | | | | X |
| Dr. Jerry Corcoran | | | | X |
| Sara Escatel | X | | | |
| Dan Fitzgerald | X | | | |
| Monte Flack | X | | | |
| Carrie Folken | | | | X |
| Randy Freeman | X | | | |
| Janet Graham | | | | X |
| Jill Guynn | X | | | |
| Patricia Head | | X | | |
| Linda Hessenberger | | | | X |
| Vanessa Hoffeditz | X | | | |
| David Howell | X | | | |
| Deana Jones | | | | X |
| James Knauf | | | | X |
| Rhonda Krueger | X | | | |
| Kevin Lindeman | | | | X |
| Barbara Majeski | | X | | |
| Lisa McCarthy | | | | X |
| Bill Norden | | | | X |
| Tom Pigati | | | | X |
| Kevin Reibel | | | X | |
| Cary Robbins | | X | | |
| Brandon Rumler | | | X | |
| John Spencer | X | | | |
| Teresa Strum | | | | X |
| Gerald Waszkowiak | X | | | |
| DeAnne White | | X | | |
| Robert White | | | | X |

OTHERS PRESENT (IVCC): Pam Furlan

OTHERS PRESENT (SVCC): Dianna Schuler

OTHERS PRESENT (CCHA): Emily Kinnaman (TCEDA)

Co-Chairman's Comments

Linda reported that she, Cary, and Pam met in Galesburg with the Directors and Chairs of the LWIAs from LWIA 13, 14, and 15 on April 5th. Linda stated that it was very beneficial and that they plan to meet on a quarterly basis.

Consent Agenda

Linda informed members that the consent agenda included the meeting minutes from the last NCI Works meeting, the Employer Engagement Committee, and Youth Committee. Pam informed the members that the approval of the youth projects is dependent upon both contract negotiations and the release of BEST's allocations which have not yet been announced. Gerald motioned to approve the consent agenda, Dave seconded the motion, and the motion carried.

The following items were approved in the consent agenda:

NCI Works Meeting Minutes – March 21, 2017

Employer Engagement Minutes – April 4, 2017

Youth Committee Minutes – April 11, 2017

- Approval of Bureau, Henry, Stark Regional Office of Education Project pending contract negotiations
- Approval of Regional Office of Education #35 Project pending contract negotiations and clarification of how they intend to provide the 14 elements
- Approval of Regional Office of Education #47 pending contract negotiations
- Approval of Streator High School Project pending contract negotiations

Reports

Workforce Innovation and Opportunity Act Update

- One-Stop Operator Update: Pam informed the members that the One-Stop Operator will begin July 1, 2017 with the 4 Core Partners as the Operator (BEST, Inc., Division of Rehabilitative Services, Department of Employment Security, and Adult Education). The Operator will provide oversight for the One-Stop Center in Ottawa to ensure that the Center is doing what it is supposed to be doing (coordinate and provide the services and provide business services). Pam went on to inform the members that one of the things that is needed is an agreement between NCI Works, the local chief elected officials, and the Operator so that everyone knows who is doing what. She informed them that a professional in workforce development was contracted with to go through the law and put

together what was needed for the agreement to ensure that the firewalls and other technical requirements were met. This will most likely require an Executive Committee Meeting in June.

- **One-Stop Operator Procurement Attestation Requirement:** Pam informed members that a document was received from the state that needed to be completed. The document is an attestation that assures that we competitively procured the One-Stop Operator as set forth by the Act. The document has to be completed and all the agreements have to be in place that assures there are no conflicts of interest. The contractor will also be taking care of this requirement. This will also need to go to the Executive Committee in June.
- **One-Stop Operator Certification Update:** Pam reported that the certification team has been put together and it includes: Kevin Lindeman, Cary Robbins, Gerald Waszkowiak, and Steve Martin. Steve Martin is from the Peoria/Pekin/Bloomington area. Pam will put together all the necessary documents to get out to the team in advance to look over. Pam needs dates from the team to conduct the certification.
- **MOU Update:** Pam informed members that there was potential additional language that the Department of Employment Security wanted included. Pam had some questions about the language they wanted inserted in Section 12. Pam stated that the additional language appears that if any partner decided they don't have the funding or wanted to pull out of the process they could. Pam's questions are: What does that mean for everybody? Do those remaining have to pay more? What are the implications of including it? What does it mean that the Governor or State reserves funds? Pam has not gotten any answers yet. She has emailed Al Kuhlmann and is waiting on a reply. Pam stated without those answers she wasn't comfortable recommending the language, nor did she have the time to get the language out to the other partners for their input. So, at this point it is not an action item. She did state that Al indicated that the Department of Employment Security realizes that some of their language may not be acceptable. Pam went on to say that on the morning of May 22 she got an additional email from Al with even more new language. It pulled out the part that said the Department of Employment Security would coordinate initiatives and efforts, which struck her as going against the point of the MOU. Al did get back to Pam with a re-wording of the language which was a bit more acceptable. However, since she didn't have 48 hours to amend the agenda for tonight's meeting (which is a requirement of the Open Meetings Act) it could not be acted on. If everyone is ok with the new language it will need to be taken up at the Executive Committee Meeting. Al is aware that there will be no action taken tonight.
- **Signage:** Pam informed members that there will have to be new signage to include "A Proud Partner of the American Job Center". This is a federal requirement that has to be in place by July 1, 2017. It applies to anything that is viewed by the public at the Ottawa One-Stop Center and maybe the Sterling Affiliate. Pam stated that it will cost a very minimal amount to change the signage.

Special Projects Update

- Community Audit-Underemployed Survey: Pam reported that a special grant was obtained to pay for a comprehensive community audit and underemployed survey. Copies of the report were made available to those in attendance. Pam stated that previous reports of this type were conducted in 2007/2008 in LWIA12 and in 2013 in the original LWIA 4. Right now it is just a draft and still needs some corrections including the addition of other things specific to the individual county profiles. Some of the things Pam would like included in the report are: Is there a brain drain in this area? What are the housing prices for the area? This information would provide the opportunity to look at each area and decide what kinds of things could be done to address any challenge(s). Pam stated that, based on the draft, not much has changed since 2008. Pam asked members to review the report and look for things that were missing/typos/other errors and forward comments/corrections to Pam by the end of the week of May 28th. Pam will email copies of the draft out to all members. Pam will forward any corrections to the contractor. Pam informed the members that the contractor will be conducting the forums to present the information to the public. Pam would like to see the forums conducted the end of June. There is a possibility of the grant being extended a month, so July is also a possibility.
- Process Mapping Project: Pam reported that there is a conference call with the contractor that is conducting the project. They are getting this ready for the One-Stop Certification.

Oversight Committee

Gerald reported that the committee met earlier in the afternoon and reviewed the performance data. Each area of performance is exceeding the goals set by substantial amounts. The committee also reviewed the financial reports/budget provided by Kathy. Gerald stated that the reports are what we would expect at this point. The committee also reviewed an overview provided by Pam of the committee's responsibilities related to the One-Stop Operator. Gerald made the motion to approve the financial/budget report. Mary seconded the motion. Motion carried. Gerald made the motion to approve the performance data report. Jim seconded the motion. Motion carried.

Targeted Populations Workgroup

Pam informed members that the workgroup is comprised of both committee members and non-committee members. The workgroup is working on a pilot program to reintegrate individuals from the targeted populations (veterans, individuals with disabilities, and returning citizens). What the workgroup has learned is that there are some crossovers. Non-committee members of the workgroup includes veterans from the Department of Employment Security and Division of Rehabilitative Services. Fidencio was following up with Goodwill and stated that the manager never responded back. Fidencio also stated that the Salvation Army has many programs and one includes dormitory style living accommodation that require customers to work in one of the stores but he wasn't able to talk to the manager of that program. Pam stated that she talked to an individual with the V.A. at the Hines Veterans' Hospital and they are starting a program as well.

Pam stated that their program has some federal funding that allows them to pay their participants to work. These are veterans returning from incarceration.

Other Business

- One-Stop Center Hours of Operation: Pam reported that this is part of the One-Stop Certification. Rhonda reported that specific hours are part of the Department of Employment Security's employees' job description. Those hours are Monday – Friday 8:30am to 5pm. Pam asked if it would be possible to use the center outside of those hours if needed even if IDES staff wasn't there. Rhonda stated that their website, along with IJL, is accessible at any time. Debbie asked if there was a conflict with what the hours of operation of the One-Stop are and what the hours of operation should be. Pam's reply was no. Pam stated that she would like the hours to allow for special events, such as a hiring event that might fall outside of the 8:30am to 5pm, Monday-Friday hours. Debbie asked what the logistics would be to use the center outside of IDES hours. Debbie also asked how staff would get in if the One-Stop Manager isn't in. Pam stated that BEST staff have keys and we can look into how to make it work. Linda motioned that the One-Stop Center hours be Monday – Friday, 8:30am to 5pm with website availability/accessibility 24 hours a day/7 days a week. Debbie amended the motion to include: "excluding holidays". Debbie added to respectfully find out the process for exceptions/events that would be outside of those hours. Vanessa asked if every partner would have to be available for events that would fall outside of normal working hours. Pam replied no, only those that would choose to be or who would be involved in the event. Motion was seconded by Vanessa. Motion carried.
- Cary informed the members that there were some success stories included in the packet that the Board had requested. Pam told members they could read them at their leisure. Dianna commented that one of the success stories is on Jolien Eikleberry who is BEST's DOL winner. Dianna stated that Jolien has worked very hard and that everyone in Ottawa and at IVCC is very proud of her. Pam informed members that Jolien was one of two winners chosen from Illinois, the other being from the Peoria/Pekin/Bloomington area.
- Cary asked about the Thank You from Susan Boggs and what it was about. Pam replied that we had a very good monitoring report from the US DOL on our TRADE program and Susan (DCEO) sent the Thank You because of how helpful staff had been.
- Cary informed members that summaries from the NAWB conference were also in the packet. Dianna stated that the conference had a really good keynote. Pam noted that she will be asking for topics of conversation going forward, which was one of the highlights in her summary.
- Cary informed the members that the next meeting is July 25, 2017.

Public Comments/Recognition of Guests

Emily Kinnaman from TCEDA was introduced to members.

Adjournment

With there being no further business motioned to adjourn was made by Jim Andreoni. Motion was seconded by Patty Head and carried. Meeting adjourned at 6:37 p.m.

Dianna Schuler

Approved by:

Mary Boogemans
NCI Works Secretary