

**NORTHWEST CENTRAL IL WORKS (NCI WORKS)
MEETING MINUTES
May 27, 2014**

The NCI Works Meeting was called to order by Co-Chair Linda Burt at 5:30 p.m. Roll call was taken. Linda Burt welcomed Tim Farraher as a new NCI Works member.

Name	Present	Absent	Name	Present	Absent
James Andreoni		X	Barbara Majeski	X	
Dave Argubright		X	Jon Mandrell	X	
Ed Bochniak		X	David Mennie		X
Mary Boogemans	X		Jean Millar		X
Kathy Brady		X	Bill Norden		X
Linda Burt	X		Joe Panzica	X	
Jim Carlson		X	Mike Phalen	X	
Vicki Carlson	X		Tom Pigati		X
Debbie Clausen		X	Kevin Reibel	X	
Dr. Jerry Corcoran	X		Cary Robbins		X
Nancy Curran	X		Jennifer Robbins	X	
Kathy Day		X	Marvin Schultz		X
Monte Flack		X	John Spencer		X
Janet Graham		X	Betty Steinert	X	
Tim Farraher	X		Teresa Strum	X	
Linda Hessenberger		X	Mark Szula		X
Vanessa Hoffeditz	X		Tricia Wagner	X	
Dave Howell	X		Gerald Waszkowiak	X	
Deana Jones		X	James Weed		X
Dr. Joe Kanosky		X	DeAnna White	X	
Amy Liebing		X	Theresa Wittenauer	X	
Kevin Lindeman		X			

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson, Dianna Schuler

Approval of March 25, 2014 Meeting Minutes

Linda stated that the March 25, 2014 Meeting Minutes should reflect that Vanessa Hoffeditz was present at the meeting. Mary Boogemans motioned to approve the March 25, 2014 Meeting Minutes as corrected. Motion was seconded by Gerald Waszkowiak and carried.

Presentation

Linda Burt began the discussion by informing members that she attended a workshop at the National Association of Workforce Boards Conference about online learning. What fascinated her, she said, was the nimbleness that the student can start at any time and work at their own pace. Linda told members

that she thought it would be a good opportunity to hear what the local community colleges will be able to offer the future generation in terms of online learning.

Pam informed members that she shared with the community colleges the information that was provided at the National Association of Workforce Board Conference about online learning and asked them to provide some information for members. Unfortunately, Pam said that Dr. Kanosky (Highland Community College) could not be present at this meeting, but Dr. Jerry Corcoran (IL Valley Community College) and Jon Mandrell (Sauk Valley Community College) are able to share with members information about what they have to offer students.

Jon Mandrell informed members that although Sauk Valley Community College does offer some online classes it does not offer an accredited program online. He explained that the reason is that many programs that are offered, like Nursing and Human Services, requires student-teacher connection. Jon stated that online classes are popular, but the issue is retaining the students in the classes.

Dr. Corcoran said that one issue is that students may not have access to affordable high speed internet. He agreed with Jon regarding the retention of students in online classes. Dr. Corcoran said that IL Valley Community College does offer orientation online and in some cases offers blended learning for students.

Linda said that the presentation at the National Association of Workforce Boards Conference was geared toward the medical field, such as Medical Coding. She said that the student received a laptop and books which was included as part of the \$4,000 tuition. Linda continued by saying that the student had access to a live-chat room and Q&A page. For a medical facility, Linda told members, this type of program could be very beneficial and asked how it could be implemented.

Dr. Corcoran responded that retention would still be a concern. Also, he stated, that the IL Community College Board (ICCB) now requires that all curriculum is performance based for all institutions. Therefore, Dr. Corcoran said, if there is low performance, the program may not be reinstated. Dr. Corcoran stressed the importance of soft skills for students noting that when a student is in the classroom they listen to each other. Dr. Corcoran reiterated the importance of orientation.

Jon commented that community colleges are always adding to their curriculum and the instructor keeps them all connected. He said that normally it is the first four assignments that either breaks or makes a student which is why it is so important to make that connection during the first few weeks.

Linda said that the Medical Coding program that she referred to is a nationally recognized certificate program and it is supposed to be completed within 6 months but could take up to a year.

Pam asked Dr. Corcoran and Jon Mandrell if a business was interested in customizing an online program would the community colleges be interested in working with them. Both answered that they would be willing to work with them.

New Business

Youth Council Appointments

Gerald Waszkowiak motioned to appoint Lisa Tavitas (Sauk Valley Community College) and Kim Purvis (Whiteside County Area Vocational Center) to the Youth Council. Motion was seconded by Betty Steinert and carried.

Committee Reports

Youth Council

Approval of Program Year 2014 Request to Extend Contract for Current Providers

Pam Furlan provided the Youth Council report for Teresa Strum. Pam informed members that the Youth Council discussed a Menu of Services that will be presented to the Safe School (LaSalle) and Nachusa Campus School (Dixon).

Other items for discussion at the Youth Council meeting, Pam said included the Summer Youth Employment Program and Update on Current Youth Providers.

Next, Pam presented the Request to Extend Contracts for Current Providers. She said that the four projects have been recommended for approval by the Youth Council, pending contract negotiations, for one year. The projects include: Streator Township High School (\$48,003.26); Whiteside County Regional Office of Education (\$220,585); LaSalle County Regional Office of Education (\$40,015.79); Bureau, Henry, Stark Regional Office of Education (\$39,625). Vanessa Hoffeditz motioned to concur with the Youth Council's recommendation to extend the current youth providers contract for one year pending contracting negotiations. Motion was seconded by Dr. Jerry Corcoran and carried.

Modification Policy for WIA Youth Contracts

Pam explained that the Modification Policy for WIA Youth Contracts had been reviewed and revised by the Youth Council. She said that a copy of the policy was included with the meeting materials. Nancy Curran motioned to concur with the Youth Council's recommendation to approve the Modification Policy for WIA Youth Contracts as presented. Motion was seconded by Vanessa Hoffeditz and carried.

Business Liaison & Marketing

Linda Burt told members that the Minutes from the last Business Liaison & Marketing meeting was included with the meeting materials. She said that the new website is planned to be launched in late June. Continuing, Linda told members that the committee brainstormed on ideas for the next Employers Conference which is expected to be held in the fall. Regarding the Awards Banquet for next year, Linda said that members agreed to compress the time and eliminate the social hour. Lastly, Linda told members that a copy of the One-the-Job training brochure was included for their information.

One Stop Partner

Pam informed members that the Program Year 2013 Memorandum of Understanding (MOU) was submitted to the IL Department of Commerce & Economic Opportunity. Pam reminded members that the MOU is an agreement between the Partners and defines how services will be operated in the One Stop System. She said that the NCI Works granted authority to the One Stop Partner Committee to act on their behalf in approving and submitting the document. Now the document needs to be ratified by the NCI Works. Joe Panzica motioned to ratify the approval of the PY 13 MOU as presented. Motion was seconded by Betty Steinert and carried.

Regional Workforce Partnership Board Northern Subcommittee

In the absence of Cary Robbins, Pam Furlan informed members that the Northern Subcommittee of the Regional Workforce Partnership Board met and the April 22, 2014 Meeting Minutes were included with the meeting materials. She said that the subcommittee discussed challenges facing the manufacturing industry. Pam said that Dr. Kanosky is trying to get a copy of a manufacturing survey that was sent to local businesses which will identify the challenges facing the manufacturing industry.

Regional Workforce Partnership Board Southern Subcommittee

In the absence of Debbie Clausen, Pam Furlan told members that the Southern Subcommittee was working on the same challenges facing the manufacturing industry. Therefore, when the results of the survey from Dr. Kanosky are shared, the Southern Subcommittee would receive the same information.

Additionally, Pam said that the Southern Subcommittee is beginning to plan a Just Hire One (JHO) event for Lee and Whiteside Counties in either late September or early October at Sauk Valley Community College. Pam said that the event will be hosted by NCI Works, Experience Works, Sauk Valley Community College, Dixon Chamber of Commerce, Sauk Valley Community College, IL Department of Employment Security and Business Employment Skills Team, Inc.

Executive Committee

Linda informed members that the Executive Committee met and received an overview of the 2014 Summer Youth Employment Program. She said that the program is planned to start June 1 through December 31, 2014 approximately. The program is planned to serve 150 youth ages 16-24. Linda said that \$489,937 has been requested to operate the program this year. Teresa Strum motioned to ratify the approval of the 2014 Summer Youth Employment Program as presented. Motion was seconded by DeAnne White and carried.

PY 2014 Plan Modification

Linda informed members that a copy of the Plan Modification was included with the meeting materials. She said that there were some narrative changes to the Plan that were outlined in the summary page and the new budget and participant information for Program Year 2014. Vanessa Hoffeditz motioned to ratify the approval of the PY 2014 Plan Modification as presented. Motion was seconded by Mary Boogemans and carried.

Oversight

Recertification of IL Valley Community College Programs

Gerald Waszkowiak informed members that the Oversight Committee met and reviewed the programs submitted by IL Valley Community College for recertification. He told members that the reason for the recertification is due to a tuition increase from \$101.00 per credit hour to \$111.00 per credit hour. Gerald Waszkowiak motioned to approve the program recertifications submitted by IL Valley Community College. Motion was seconded by Joe Panzica and carried.

Approval of Whiteside Area Career Center CNA Program

Gerald informed members that the Whiteside Area Career Center submitted a CNA Program for approval to the State Approved Training List. Gerald Waszkowiak motioned to approve the CNA Program as presented. Motion was seconded by Dr. Jerry Corcoran and carried.

3rd Quarter Performance Report

Gerald Waszkowiak informed members that members reviewed the 3rd Quarter Performance Report but as some questions needed to be answer, the action for approval will be tabled until the July meeting.

Lastly, Gerald told members that the Oversight Committee held a spirited conversation about what can be done to help youth succeed. He said that the committee provided some ideas which Pam will present to the Youth Council.

Other Business

Open Meetings Act Update

Pam announced that the proposed amendment to the Open Meetings Act was passed by the House and Senate. She said that the Bill is waiting to be signed by the Governor. Once the Governor signs the Bill, Pam said that the Executive Committee will need to meet to develop meeting procedures. Pam said that she will contact IL Valley Community College and Sauk Valley Community College to see if NCI Works can use the facilities for the meetings.

No Place Like Home (NPLH) Update

Dianna Schuler informed members that with the NCI Works website under construction she did not have updated numbers. She reminded members that as of the last meeting 11 businesses listed 20 job openings in addition to the 7 hospitals that have direct links to the webpage. Dianna noted that 37 businesses are listed that represent an additional 108 occupations that are not currently open. She stated that to date there has been 16,586 hits to the NPLH website.

North Central IL Logistics Council (NCILC) Update

Pam said that Mike Neubauer provided a program on Behavior Based Safety in the Workplace on April 17. On May 22, Pam said that the NCILC, Nicor, American Power Group and several other partners hosted an event on dual-fuel energy. She said that the event was well received by those who attended.

Linda then disseminated an updated Membership List to members.

Dianna Schuler informed members that a questionnaire will be sent out and asked members to complete it and return it. She said that the information will be shared in the Spotlight section of the NCI Works newsletter.

Public Comments

None

Adjournment

With there being no further business, Jennifer Robbins motioned to adjourn. Motion was seconded by Mike Phalen and carried.

Jo Ann Johnson

Approved by:

Mary Boogemans
NCI Works Secretary