

**NCI Works  
Meeting Minutes  
September 26, 2017**

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

| <b>Name</b>        | <b>PRESENT<br/>Il. Valley<br/>Community<br/>College</b> | <b>PRESENT<br/>Sauk Valley<br/>Community<br/>College</b> | <b>PRESENT<br/>Highland<br/>Community<br/>College</b> | <b>ABSENT</b> |
|--------------------|---|--|---|---------------|
| 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   |  |   |               |
| Marcia Derrer      |   |  |   | X             |
| Sara Escatel       | X   |  |   |               |
| Dan Fitzgerald     |   |  |   | 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             |
| Andrew Mills       |   |  |   | 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 |
| Marcie Wiley      |   |   |  | X |

**OTHERS PRESENT (IVCC):** Pam Furlan, Kathy Day, Jo Ann Johnson

**OTHERS PRESENT (SVCC):** Dianna Schuler, Kathy Day

Acceptance of Resignation

Jim Andreoni motioned to accept the resignation of Bill Norden with regret. Motion was seconded by Gerald Waszkowiak and carried.

**Consent Agenda**

Linda informed members that the Consent Agenda was included with the meeting materials. She told members that anyone can remove an item from the consent agenda list upon request for discussion. Linda said that each of the Committee Meeting Minutes were attached to the Consent Agenda to allow for full disclosure of recommendations for action. It was moved by Kevin Reibel and seconded by Dr. Jerry Corcoran to approve the consent agenda, as presented. Motion carried.

The following items were approved in the consent agenda:

- NCI Works (July 25, 2017 Meeting Minutes)
- Employer Engagement Committee Report (August 1, 2017 Meeting)
- Business Liaison & Marketing Committee Report (August 2, 2017 Meeting)
- Youth Committee Report (August 8, 2017 Meeting)

**Reports**

Workforce Innovation and Opportunity Act (WIOA) Update

Pam informed members that the One Stop Operator Procurement Process will need to be re-bid. She stated that the Department of Labor is now requiring that the competitive bid proposal include the amount or range of funding that would be available. Pam told members that at the Illinois Workforce Partnership (IWP) meeting next week they will be having a conference call with the Department of Commerce & Economic Opportunity and the Department of Labor to discuss this matter. Pam stated that LWA #4 is one of the 15 of the 22 local workforce areas that will need to rebid for the One Stop Operator.

Pam pointed out a couple of caveats regarding the current One Stop Operator. She reminded members that the One Stop Operator includes a consortium of Core Partners (Business Employment Skills Team, Inc., IVCC Adult Education, IL Department of Human Security-Vocational Rehabilitation, and IL Department of Employment Security). Pam stated that the

current One Stop Operator can continue as the Operators until the process is completed. She said that the effective date will be as soon as the process is completed.

Pam informed members that the State Workforce Board met last week and approved a policy to increase the 40% Direct Training Expenditure Level from 40% to 50%. The effective date, Pam said, has not been determined. She told members that the policy has been sent back to the workgroup that proposed the policy to finalize the implementation of the process that will include the effective date. Pam stated that the policy will include a hold harmless clause for those local areas who may not make the Direct Training Expenditure Level the first year. Pam said that she will continue to keep members informed on this policy.

Jim Andreoni asked if our local level will have a hard time meeting the new expenditure level. Pam replied no, as we have always exceed the 40% Direct Training Expenditure level. Pam then explained to members that with the continuing resolution, we do not have our final allocations for the WIOA programs. She said that staff need to obligate enough month to meet the 80% obligation, without over obligating. Pam told members that WIOA money can still be rescinded. If money is rescinded, Pam stated that these obligations and training expenditures would need to be revised.

Pam pointed that there is a second listening session scheduled for tomorrow on the Overview of the WIOA Summit. If any business member would like to attend the WIOA Summit, Pam said that BEST, Inc. would cover the cost of registration and expenses. The event will be on October 24-25, 2017 in Springfield. If any business member is interested, please contact Pam.

Pam told members that we have not heard anything about the status of our Local or Regional Plans.

Pam reminded members that LWA #4 is part of two different Economic Development Regions. She said that Ogle County is with the Stephenson County Economic Development Area and the other 7 counties are with the Quad Cities Economic Development Area. Under WIOA, Pam said, there can only be one Economic Development Region for each area. Pam told members that the State will begin the process in the spring regarding local areas that are in more than one Economic Development Region. Pam said that they have heard that the Department of Labor may be open to waivers, however, we do not know at this point what the guidelines are going to be. Pam said that she will keep everyone informed on this matter.

## **Special Projects Update**

### NCI Works Committee Initiatives

Pam referred members to the NCI Works Committee Initiatives that was included with the meeting materials. She said that reviewed the State of the Workforce Report and previous committee meeting minutes and developed an outline for possible initiatives. She said that each of the committees will be addressing these initiatives at their future meetings.

### State of the Workforce Community Forums

Pam updated members by saying that three State of the Workforce Community Forums were held in July and all 3 produced valuable information from the public.

### Process Mapping Project

Pam informed members that the Process Mapping Project is complete and the One Stop Operators will be responsible for the implementation. She told members that the Project looked at customer orientation and referrals to partner agencies. Pam noted that the partners are collaborating to ensure a smooth process.

### Healthcare Summit

Pam told members that the Healthcare Summit was well received and good feedback was provided. She told members that IL Valley Community College will be having a follow-up event on October 11 at 7:30 a.m. No date has been established for the Sauk Valley Community College follow-up. Pam said that Bonnie Campbell and Jennifer Scheri are taking the lead for the IL Valley Community College event and Anita Carney and Paige Fritz are spearheading the Sauk Valley Community College event.

### **Oversight Committee**

#### Review and Approval of the Financial Reports June & July 2017

Gerald informed members that the Oversight Committee reviewed the Financial Reports that were provided with the meeting materials and no problems were identified. On behalf of the Oversight Committee, Gerald Waszkowiak motioned to approve the June and July 2017 Financial Reports. Motion was seconded by Jim Andreoni and carried.

#### Program Year 16 Local Performance Measurers for Title IB

Gerald told members that the Oversight Committee reviewed the Performance Measures for the Title IB (Business Employment Skills Team, Inc.) program and commented that all measures exceeded their goals.

#### Customer Feedback from One Stop Operators

Gerald informed members that the Customer Feedback from the One Stop Operators was included with the meeting materials. He noted that the customers indicated satisfactory responses to their visit at the One Stop Center in Ottawa.

#### Questions for Core and Required Partners Committee Responsibilities to the One Stop Center Operator and Local Workforce System

Gerald told members that the Oversight Committee is requesting each of the Core and Required Partners that a part of the One Stop System to help educate members by making a presentation at each of the upcoming NCI Works meetings. In order to prepare them for the presentation a list of questions were developed. They include:

1. Tell us about your agency, what it does, who your customers are, and the programs and/or services you offer.
2. In general, the mission of NCI Works is to “enable workers to work and businesses to compete”. Tell us about the services you offer to both our individual customers and our business customers that will help carry out this goal.
3. The vision of our local workforce system is “to offer a fully integrated and accessible employer-driven local workforce system in LWA #4 that maximizes the resources of our education, workforce and economic development partners to develop the abilities and talents of our students, job seekers and workers which will enable them to work and our businesses to compete”. Describe how your agency’s goals will support and help accomplish this vision.
4. How does your agency’s local plan align with the NCI Works local plan for LWIA #4? What are the estimated number of customers planned to be served in this current program year (July 1, 2017 – June 30, 2018), how much funding is allocated to counties you serve in the LWIA #4 service area, and how do you plan to deliver your services to the job seeker and business customers? Please include counties covered, office locations and days/hours of service.
5. Please explain your local performance measures or goals and how they relate to or support the common measures/goals under WIOA. How does your agency propose to contribute to the successful achievement of these measures/goals? (NOTE: The Oversight Committee recognizes that the Common Performance Measures have not been negotiated, so we are just asking for a brief description of the strategies, activities, etc. your agency plans to utilize in this effort.)
6. Is there any way NCI Works can help or support you in your local efforts to deliver services to either the business or individual customers in our area?
7. Please describe your role in either the comprehensive center in Ottawa, the affiliate center in Sterling, or both if appropriate.

Gerald Waszkowiak motioned to accept the list of questions as presented. Motion was seconded by Cary Robbins and carried.

#### Sauk Valley Community College New Programs Approval & Sauk Valley Community College Programs Recertifications

On behalf of the Oversight Committee, Gerald Waszkowiak motioned to approve the New Programs and Recertified Programs submitted by Sauk Valley Community College. A copy of the programs were included with the meeting materials. Motion was seconded by Randy Freeman and carried.

## IL Valley Community College Programs Recertifications

On behalf of the Oversight Committee, Gerald Waszkowiak motioned to recertify the Programs submitted by IL Valley Community College. A copy of the Programs were included with the meeting materials. Motion was seconded by Cary Robbins and carried.

## **Other Business**

### Results of the Review of the Adult Education Request for Proposal

Pam reminded members that at the last NCI Works meeting, she was authorized on behalf of NCI Works to review the Adult Education Request for Proposal Process for IL Valley Community College and Sauk Valley Community College. Pam told members that both the IL Valley Community College and Sauk Valley Community College Proposals were in alignment with the local and regional plans. She said that she saw no problems with the proposals and submitted the response to the State.

### Success Stories

Cary informed members that Success Stories were included with the meeting materials and encouraged members to read them.

### NCI Works Employer Conference Registration Form

Cary reminded members that the NCI Works Employer Conference will be on Friday, October 27, 2017 at the Mendota Civic Center. He said that a copy of the Registration Form was included with the meeting materials as it is not too late to register.

### Next Meeting

Cary pointed out that the next NCI Works Meeting will be Tuesday, November 28, 2017.

### Public Comments / Recognition of Guests

Pam informed members that as President of the Illinois Workforce Partnership she is part of a team that is working on Board Effectiveness. One of the things they are looking at is how to connect the State Workforce Board to the Local Workforce Board. She asked members for their input of what they would like to know the State Board or what would you like to see the State Board doing with the Local Boards. Pam stated that she suggested that the State Board develop talking piece or letter of what they are about. Pam told members that the State Board is interested in a profile page on the Local Board's website that includes the areas that are covered, initiatives, members, etc.

Continuing, Pam explained that the State Board is working on similar initiatives as the Local Boards. They also focus on transportation/logistics, health care, manufacturing, youth, just like the Local Boards.

Linda asked how can the Local Plan fit into the State's Plan and how do we leverage what they are doing. She stated that if there are parallel tracks then the Local Board need to know what they are doing.

Gerald asked if they have the equivalent to Core Partners on the State Board. Pam replied that they have the State Partners on their Board. Plus, they also have an Interagency Workgroup that includes many of the State Partners. Gerald asked about their chain of command for decisions.

Linda suggested that they share some best practices so that Local Boards are not reinventing the wheel. She continued by saying that it would benefit the Local Boards if they knew what their Master Plan was at the State Level and how we could help.

Pam replied that the State Board is currently working on their strategic plan.

Jim commented that their Strategic Plan could be very different from what we need in our area. He stated that they don't know if those plans will be valuable to us in this area. Linda stated that it would be nice if they have a rural component and an urban component to their Plan.

Pam thanked members for their input and stated that she would share these ideas with the Team. Gerald asked Pam to keep members informed.

#### Adjournment

With there being no further business, Vicki Carlson motioned to adjourn. Motion was seconded by Kevin Reibel and carried. Meeting adjourned at 6:16 p.m.

Jo Ann Johnson

Approved by:

Mary Boogemans  
NCI Works Secretary