

**NORTHWEST CENTRAL IL WORKS (NCI WORKS)  
MEETING MINUTES  
September 23, 2014**

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

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

**OTHERS PRESENT:** Pam Furlan, Dianna Schuler, Jo Ann Johnson, Bunny Craig (Northwestern IL Area Agency on Aging), Flo Cunningham (Experience Works)

Approval of Meeting Minutes

Linda Burt noted that the July 22, 2014 Meeting Minutes should reflect that Amy Liebing was present at the meeting. Gerald Waszkowiak motioned to approve the July 22, 2014 Meeting Minutes as corrected. Motion was seconded by Teresa Strum and carried.

**New Business**

Introduction of New Member

Linda introduced and welcomed Mary Ann Kolls to NCI Works. Mary Ann is the Director of Workforce Transitions at Kishwaukee College.

Linda welcomed Bunny Craig with Northwest IL Area Agency on Aging and Flo Cunningham with Experience Works as guests.

#### Youth Council Appointment

Linda informed members that Paula Rademacher, Assistant Director with Whiteside Area Career Center was nominated to the Youth Council. Teresa Strum motioned to appoint Paula Rademacher to the Youth Council. Motion was seconded by Debbie Clausen and carried.

#### Recertification of NCI Works Members

Pam said that those individuals who need to be reappointed to the NCI Works received a letter along with the Appointment Form in the mail. She told members that Jo Ann had copies of the Appointment forms if they had not already returned them.

#### Workforce Innovation and Opportunity Act (WIOA) Update

Pam informed members that the Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. She said that the WIOA reauthorized the Workforce Investment Act (WIA). Pam told members that some of the new legislation will become effective in July 2015 and some July 2016 unless Illinois is an early implementation state. Pam commented that the regulations will be issued in January 2015.

Pam then provided members with a handout highlighting the sections of the WIOA as it relates to Local Workforce Investment Boards. She told members that the composition of the new Local Workforce Development Board (LWDB) will continue with a business majority membership. Not less than 20% of the membership is representatives of the workforce, including labor organizations and representatives of apprenticeship programs. The balance, Pam said, includes representatives of adult education and institutions of higher education, representatives of governmental and economic and community development organizations serving the local area. Pam told members that the WIOA reduced the size of the LWDB to 19 as a minimum.

Continuing, Pam said that the LWDB may designate and direct the activities of standing committees. The standing committees shall be chaired by a member of the local board and may include other local board members and shall include other individuals who are not members of the local board. At a minimum, Pam said that the legislation authorizes the local board may designate the following standing committees: One Stop Operations/Delivery System/Partners; Youth (although Youth Council itself is optional); Services to individuals with disabilities; and other.

Pam said that membership of the LWDB shall be individuals with optimum policymaking authority and shall represent diverse geographic areas within the local area.

A special rule, Pam said, is if there is more than one Adult Education/Literacy provider, or multiple institutions of higher education, representatives must be appointed from a list of nominees.

Pam then reviewed the list of functions for the LWDB commenting that they are similar to what the current board is already doing. They include:

1. Develop local and regional plans in cooperation with the Chief Elected Officials
2. Review Labor Market Information and other relevant data (e.g., economic conditions, needed knowledge and skills, etc.)
3. Convening, brokering, leveraging workforce development system stakeholders to assist with local plans and workforce development activities
4. Employer Engagement: Local boards “shall lead efforts to engage with a diverse range of employers and entities to:
  - A. Promote business representation
  - B. Develop effective linkages
  - C. Ensure workforce development activities meet needs of local businesses
  - D. Develop and implement proven/promising strategies for meeting the employment and skill need of workers and employers (e.g. establish industry and sector partnerships)
5. With secondary and postsecondary programs, lead efforts to develop career pathways
6. Identify and promote business/proven practices
7. Develop strategies for using technologies
8. With Chief Elected Officials, conduct oversight for workforce investment activities and programs, and ensure appropriate use and management of funds for these activities, including use of funds to maximize performance outcome
9. Negotiate local performance measures with CEOs and Governor
10. Selection of / Identify:
  - A. One Stop Operators
  - B. Youth Providers
  - C. Training Providers
  - D. Career Services Providers
11. With education partners, coordinate activities of adult education/literacy, Carl Perkins and workforce activities
12. Develop budgets with the CEOs and direct the disbursement of funds
13. Responsible for physical and programmatic accessibility

Pam said that under the new legislation, the LWDB can hire staff and can set qualification for the staff.

Pam identified some limitations:

1. Boards cannot provide training services, unless granted a waiver by the Governor
2. A local board may provide career services through a one-stop delivery system or be designated or certified as a one-stop operator only with the agreement of the CEOs and the Governor

In terms of funding the local board, Pam said that it will be done using administrative funds.

In closing, Pam said that the information that she provided may seem overwhelming but assured members that it won't be much different than what is being done now with staff doing the majority of the work. Pam said that the Illinois Workforce Partnership has developed focus groups to provide a local perspective to those individuals serving on a Task Advisory Group for the Department of Labor.

## **Committee Reports**

### Regional Workforce Partnership Board – Northern Sub-committee (Cary Robbins)

Cary informed members the Northern Subcommittee viewed a video that stressed the misalignment between education and the workforce. He said that the video will be shown to parents at an event being held in conjunction with Manufacturing Day on October 1. Cary told members that representatives from local manufacturing companies are collaborating to educate students and parents that manufacturing is a growing industry. He said that tours of several manufacturing industries is being planned for freshman students on October 24<sup>th</sup>.

Pam commented that the fall issue of the NCI Works Newsletter focused on the manufacturing industry.

### Regional Workforce Partnership Board – Southern Sub-committee

Debbie Clausen informed members that the Southern Subcommittee met and discussed the overwhelming success of the summer program. She said that the subcommittee reviewed the soft skills curriculum and recommended that leadership and management training be incorporated into the modules. Debbie said the subcommittee also discussed the Manufacturing Expo scheduled for October 22 at IL Valley Community College.

### Youth Council

Teresa told members that the Youth Council discussed issues affecting youth and possible projects to address them. She said that members learned that Sauk Valley Community College received a grant that will provide a computer lab for residents and students to use computers and get assistance they need. Teresa said that those involved with the Career Preparation/Life Skills Program provided an Orientation outline and provided members with an overview of the program. In regards to the Summer Program, Teresa told members that an additional \$40,000 was granted bringing the total of the grant to \$190,000. She said that 80 students were served during the Summer Program in 2014.

Next, Teresa informed members that Whiteside County Regional Office of Education submitted a modification to the Education Outreach Program. Teresa explained that in PY 2013, the proposal included a position for an instructor in Ogle County. However, they were able to coordinate services with Ogle County Court Services the position was not needed. Due to budget and programming changes with the Ogle County Court Services, Teresa said that the Whiteside County Regional Office of

Education has requested to include the instructor position in the current contract. She said that they are requesting to utilize up to \$18,000 in carryover funds within the Personnel line item and up to \$7,026 in the Fringe Benefits line item to hire a GED instructor for Ogle County. Gerald Waszkowiak motioned to approve the modification request from Whiteside County Regional Office of Education. Motion was seconded by Dave Howell and carried.

### Business Liaison & Marketing

Linda said that all members should have received a copy of the fall issue of the NCI Works Newsletter. She informed members that a copy of the Employer Conference Announcement and Registration form was included with the meeting materials and encouraged members to attend. Linda thanked all of the sponsors that were listed on the Announcement. Linda recommended that members visit the redesigned NCI Works website and reminded them to Like Us on Facebook and Twitter. The annual meeting, Linda said, will be held on March 24, 2015 in Dixon with a condensed schedule.

### One Stop Partner

In the absence of Vanessa Hoffeditz, Pam Furlan provided the One Stop Partner Report. She said that a copy of the Menu of Service brochure was included with the meeting materials. Pam said that the brochure was developed to provide information for employers about the types of programs and services that are available through the partners. Pam said that the One Stop Partners are talking about hosting onsite job fairs at the local Housing Authority offices. She said that Ed would be attending a conference tomorrow and will be talking with his peers about the possibility. The other project the One Stop Partner Committee is exploring, Pam said, is a Veteran's Job Fair.

Pam reported that the Memorandum of Understanding (MOU) for Program Year 2013 was approved by the Department of Commerce & Economic Opportunity. She told members that with the upcoming transition, the Department of Commerce & Economic Opportunity has said that they are going to extend the current MOUs for Program Year 2014. Pam told members that a copy of the PY 2014 MOU was included with the meeting materials. Pam said that although the partners approved the document, the Resource Sharing Agreement still needs to be accepted by the IL Department of Employment Security. Debbie Clausen motioned to approve the PY 2014 MOU as presented. Motion was seconded by Vicki Carlson and carried.

### Oversight

Gerald Waszkowiak informed members that due to a lack of a quorum, the Oversight Committee was not able to meet prior to the NCI Works meeting.

Gerald told members that the Physical Therapy Aide Program at Sauk Valley Community College was removed from the state training list as it is no longer available. He said that Sauk Valley Community College has submitted the Administrative Medical Specialist for recertification. Linda Burt motioned to

recertify the Administrative Medical Specialist program at Sauk Valley Community College. Motion was seconded by Nancy Curran and carried.

Gerald told members that BEST, Inc. has received a request from a potential customer who is interested in attending the Social Services: Human Service Program at Sauk Valley Community College. He said the program is not currently listed as an occupation of high growth and therefore is not included on the Average Annual Job Openings (AAJO) list distributed by the Department of Commerce & Economic Opportunity (DCEO), which is a requirement of any program to be considered for the State Approved Training List. Gerald told members that in order to determine if this program would be considered high growth, staff gathered labor market information and submitted a request to DCEO asking that the program be considered for the State Approved Training List. Gerald said that should DCEO approve the request to add the Social Services: Human Service Program to the Approved Training List it is being proposed that the program be approved pending approval from DCEO. Gerald motioned to conditionally approve the Social Services: Human Service Program pending the decision from DCEO. Motion was seconded by Dave Howell and carried.

## **Other Business**

### Review and Approval of PY 2014 WIB Budget

Pam presented the PY 2014 WIB Budget. With there being no changes, Debbie Clausen motioned to approve the PY 2014 WIB Budget as presented. Motion was seconded by Ed Bochniak and carried.

### Review and Approval of PY 2014 Plan Modification

Kathy Day informed members that due to an increase in enrollments of disadvantaged customers, she is proposing to transfer \$100,000 from the dislocated worker program to the adult program. She continued saying that adjust the Incumbent Worker Training budget from \$10,000 to \$75,000. Kathy stated that these modifications change the line items and has no effect on the funding level. Vicki Carlson motioned to approve the \$100,000 transfer from the dislocated worker program to the adult program. Motion was seconded by Kevin Lindeman and carried. Ed Bochniak motioned to approve the adjustment to the Incumbent Worker Training budget as presented. Motion was seconded by Teresa Strum and carried.

### No Place Like Home (NPLH) Update

Dianna reported that the No Place Like Home webpage has changed drastically and encouraged members to look at it. She said that there were direct links to over 30 businesses. As of August 17, Dianna noted that there were 16,915 hits on the previous No Place Like Home webpage. Jo Ann will be working with the developer to get up-to-date website statistics.

Dianna informed members that the agendas and minutes from the NCI Works and committee meetings has been posted. Something new, Dianna said, is a fillable form for employers to complete for any new

job posting they may have. She said that the form is emailed to her so that the information can be posted on the NCI Works website.

CME Update

Pam told members that the CME group met in August and continued their discussion about changing the image of manufacturing. She said that a Manufacturing Expo for high school students will be held at IL Valley Community College on October 22.

NCI Works Membership List

Linda informed members that an updated Membership List was included with the meeting materials.

Public Comments

Linda thanked Dianna Schuler, Kathy Day and Pam Furlan for their assistance in obtaining Incumbent Worker Training for St. Margaret's Health.

Adjournment

With there being no further business, Teresa Strum motioned to adjourn. Motion was seconded by Dave Howell and carried. Meeting adjourned at 6:45 p.m.

Jo Ann Johnson

Approved by:



Mary Boogemans  
NCI Works Secretary