

**NCI Works Executive Committee Meeting Minutes  
Via Electronic Means  
January 24, 2017**

The NCI Works Executive Committee Meeting was called to order at 5:30 p.m. by Co-Chair Cary Robbins. Roll call was taken.

Name	Present (IVCC)	Present (Dixon)	Absent
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		

**OTHERS PRESENT (IVCC):** Pam Furlan, Jo Ann Johnson, Jill Guynn, Kevin Lindeman, Randy Freeman

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

Approval of the Meeting Minutes

Gerald Waszkowiak motioned to approve the October 27, 2016 Meeting Minutes. Motion was seconded by DeAnne White and carried.

**Business Meeting**

Proposed NCI Works Procurement Policy

Pam told members that under the Workforce Innovation and Opportunity Act (WIOA) the One Stop Operator must be competitively procured through a Request for Proposal process. Pam reminded members that at a previous meeting, the Board approved going out to bid for a provider to write the Request for Proposal to procure the One Stop Operator. Pam continued by saying that NCI Works has to have a set of procurement policies and procedure to procure the provider. She referred members to the copy of the Procurement Policy that was included with the meeting materials. Pam noted that she used BEST's Procurement Policy as a guideline and inserted language from the law where applicable. Under the Code of Conduct section, Gerald Waszkowiak suggested where it reads "hire any such individual" it say "hire and/or appoint such individual". Members agreed. Teresa commented that the formatting appears to be different throughout the document. Pam responded that she cut and pasted from different documents which caused the formatting to be different. With there being no further questions, Teresa Strum motioned to approve the NCI Works Procurement Policy as amended. Motion was seconded by DeAnne White and carried.

Request for Quote to write the Request for Proposal

Pam informed members that one provider submitted a quote to write the Request for Proposal for the

One Stop Operator. She told members that this provider will write the Request for Proposal that will be available for the general public and entities to respond to if they are interested in being the One Stop Operator for LWIA #4. Pam informed members that Workforce Enterprise Services, Inc. was the successful bidder. Gerald Waszkowiak motioned to accept the proposal from Workforce Enterprise Services as written and presented. Motion was seconded by Vanessa Hoffeditz and carried.

#### Community Audit/Under Employed Survey Request for Proposal

Pam informed members that BEST, Inc. is applying for a special grant to conduct a Community Audit/Underemployed Survey. She told members that a Request for Proposal to conduct this project was solicited and proposals were submitted by WorkEd Consulting, LLC and Thomas P. Miller & Associates. Pam disseminated a handout that included a Summary of the Community Audit/Unemployed Survey and Request for Proposal Rating Form to members. Members reviewed the information and discussion was held. It was noted that the proposal from WorkEd Consulting, LLC appeared to be heavily weighted toward LMI and Unemployed Study. Additionally, Dianna Schuler pointed out that Thomas P. Miller & Associates uses real time LMI data that is recent. Pam commented that Thomas P. Miller & Associates had a better grasp of the project outcome as evidenced by the rating forms. Jill Guynn asked if the projects would look at STEM programming. Pam responded that both projects did address the pipeline and she would talk with the selected provider to see if it could get incorporated into the final State of the Workforce report. Pam stated that based on the results of the reviewers it is recommended that the project be awarded to Thomas P. Miller & Associates. With there being no further discussion, Teresa Strum motioned to approve the Community Audit/Under Employed Study be awarded to Thomas P. Miller & Associates. Motion was seconded by DeAnne White and carried.

#### Process Mapping Project Request for Proposal

Pam told members that a Process Mapping Project is also be requested. She told members that in order to expedite the creation of a truly seamless local workforce system, we are applying for this grant in order to secure an individual or firm to conduct a process mapping study that would include all required partners throughout the 8-county area. Pam provided members with a handout that included a summary of the Process Mapping Project along with the rating information for the 2 proposals that were received. It was noted that the proposal submitted by Thomas P. Miller & Associates was more extensive than a simple Process Mapping Project. Continuing, Pam stated that the proposal submitted by Workforce Enterprise Services, Inc. was laid out very simple and well detailed with easy to follow format. She said that Workforce Enterprise Services, Inc. seemed to understand what we were looking for. Carrie Folken noted that Workforce Enterprise Services, Inc. proposed to present the final product to a project team and not necessarily to staff. Carrie stated that she would like to see it presented to staff. Gerald Waszkowiak asked if there was any flexibility in the funding request to include training partnering staff instead of a project team. Pam stated that she could check on that change. After discussion, Gerald Waszkowiak motioned to recommend to NCI Works to approve the proposal from Workforce Enterprise Services, Inc. contingent upon the results of the training question identified during the discussion. Motion was seconded by Debbie Clausen and carried.

#### MOU Budget Negotiation Process

Kathy Day informed members that the MOU Budget Negotiations need to be conducted by neutral (unbiased) individual or business. She reminded members that last year, they authorized staff to release a Request for Proposal to have an individual or business negotiate the resource sharing agreement for the

MOU. Kathy asked if there was any member who would be interested in serving in this capacity or would they recommend that a Request for Proposal be solicited. Kathy also told members that this year the negotiation process will be more details as it will include actual cash being contributed by partners. After discussion, Debbie Clausen motioned to release the Request for Proposal to perform the negotiation for the Resource Sharing Agreement. Motion was seconded by Gerald Waszkowiak and carried.

#### Review & Approval of the Local Plan & Regional Plan

Pam referred members to copies of the Local Plan and Regional Plan that were included with the meeting materials. Pam told members that the changes to the Plans were identified in red text. She then review the changes for members. Pam said that most of the changes in these plans required mostly elaborating on some sections and nothing of major revision. Teresa Strum motioned to approve the Regional Plan and Local Plan. Motion was seconded by Vanessa Hoffeditz and carried.

#### Review and Approval of the Financial Reports

Kathy Day reviewed for members the November Financial Reports. She told members that 36.6% of the funding has been spent. Kathy noted that a large portion of the funding will be spent in January when the tuition bills are due. Kathy told members that the direct training rate is at 58% and the youth work based learning expenditure rate is 28.8%. Referring to the last page of the Financial Reports, Kathy told members that about \$29,000 has been spent on WIB costs. With there being no questions, Gerald Waszkowiak motioned to approve the November 2016 Financial Reports. Motion was seconded by Debbie Clausen and carried.

#### Update on MOU Programs & Services

Pam reminded members that the MOU is a two-part document that consists of the Programs & Services and the budget. She said that the budget was addressed earlier in the meeting. In regards to the Programs & Services, Pam told members that the State has revamped the guidelines so everything that has been done will need to be reformatted and/or revised between now and March 31.

Pam also informed members that Partners will be working on the One Stop Certification that is due July 1, 2017

#### **Other Business**

Pam informed members that North Central IL Council of Governments (NCICG) has extended an open invitation to attend a webinar "Promoting Workforce Opportunities for Underutilized Groups" on February 16 from 1:30 – 3:00. She said that if any member and/or their staff would be interested in attending this free webinar to contact Kevin Lindeman.

Randy Freeman informed members that with the change of administration in the U.S. he understands there is going to be an increase in infrastructure jobs and training is going to be needed. He stated that he has heard of some projects already being projected in Illinois. Randy encouraged staff to work with the trades for apprenticeship programs. Carrie comments that would be good to share with Partners who may not have restrictive eligibility requirements.

Due to a potential conflict of interest, Pam informed members that she, Vanessa, Carrie, Dianna, Kathy

and Jo Ann will be leaving the meeting so that they can dialogue with the provider who will be writing the One Stop Operator Request for Proposal. In the absence of Mary Boogemans (NCI Works Secretary), Debbie Clausen took meeting notes.

*(Note: Pam Furlan, Kathy Day, Vanessa Hoffeditz, Carrie Folken, Dianna Schuler, Jo Ann Johnson, Jill Guynn left the meeting at 6:30 p.m.)*

Executive Committee Input into One Stop Operator RFP

Tim and Becky Harmon with Workforce Enterprise Services, Inc. called in to discuss with members information for the One Stop Operator Request for Proposal.

Public Comments

None

Adjournment

With there being no further business, Debbie Clausen motioned to adjourn. Motion was seconded and carried. Meeting adjourned at 6:40 p.m.

Jo Ann Johnson

Approved by:



Mary Boogemans  
NCI Works Secretary