

**NCI Works Executive Committee Meeting Minutes  
Via Electronic Means  
March 15, 2018**

The NCI Works Executive Committee Meeting was called to order at 5:34 p.m. by Co-Chair Cary Robbins. Roll call was taken.

Name	Present (IL Valley Community College)	Present (BEST, Inc. Fiscal Office, 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

Approval of the Meeting Minutes

Gerald Waszkowiak motioned to approve the January 23, 2018 Meeting Minutes. Motion was seconded by Vanessa Hoffeditz and carried.

**Business Meeting**

Selection of One Stop Operator

Vanessa informed members that a One Stop Operator Request for Proposal was received by the Illinois Department of Employment Security, Department of Human Services Division of Vocational Rehabilitation, IL Valley Community College Adult Education, Business Employment Skills Team, Inc. (LWA #4 Consortium). Vanessa stated that copies of the RFP Evaluation Summary was sent to members prior to the meeting and all reviewers recommended to approve the proposal for funding. Linda Burt motioned to approve the LWA #4 Consortium (Illinois Department of Employment Security, Department of Human Services Division of Vocational Rehabilitation, IL Valley Community College Adult Education, Business Employment Skills Team, Inc.) as the One Stop Operator. Motion was seconded by Gerald Waszkowiak and carried. Carrie Folken abstained from discussion and voting as she represents one of the agencies that submitted the RFP.

Pam thanked Vanessa and Tri-County Opportunities for conducting the procurement process for the One Stop Operator RFP.

### Review & Approval of the Innovative Targeted Population Request for Proposal

Pam told members that we did not get any responses for the Innovative Targeted Population Request for Proposal. She said that she and Kathy (Day) talked about the project and will still apply for the grant. Pam noted that they discussed dividing up the project by getting a trainer that is familiar with the targeted populations and has the expertise to advise staff how to work with them. The second part of the project, Pam said, would include a marketing firm who is familiar with the targeted populations to develop a plan to develop printing materials and dispel any misconceptions that employers may have about hiring someone of the targeted population.

Members asked how many proposals were sent to perspective businesses. Pam replied that she thought it was four or five sent to potential bidders. She also stated that the RFP was posted to the BEST, Inc. and NCI Works websites.

Gerald motioned to allow Pam to proceed in apply for the Innovative Targeted Population Grant as described. Motion was seconded by Cary Robbins and carried.

### Review & Approval Talent Pipeline Manual Request for Proposal

Cary presented the Talent Pipeline Manual Request for Proposal evaluation results. Pam informed members that 4 proposals were received. She said that Workforce Enterprise Solutions received the highest score followed by Thomas P. Miller Associates, NIU and WorkEd Consulting. Pam commented that Workforce Enterprise Solutions served as the independent negotiator for the PY 17 MOU Budget and they also developed the Process Mapping Guide. Pam continued by saying that Thomas P. Miller Associates did the State of the Workforce Report and the Online Resource Mapping. Cary commented that he was impressed with the proposal from Thomas P. Miller Associates noting that the budget was lower. Pam commented, as one of the reviewers, that she thought we received 3 good proposals, but felt that the proposal submitted by Workforce Enterprise Solutions has a good clear plan laid out and understood the end result. Vanessa questioned the use of the Steering Committee in the Workforce Enterprise Solutions proposal. She said that she read it a few times and was not clear if the Steering Committee was going to be charged with doing most of the work, or if Workforce Enterprise Solutions was doing it. Other members commented that they had the same concern. Pam stated that her thought was that the Steering Committee would be utilized as a consultant/advisor, but said that she would confirm with the provider as to their intent and report the results at the NCI Works meeting on March 20. Cary Robbins motioned to approve the proposal submitted by Workforce Enterprise Solutions with the note of clarification regarding the Steering Committee. Motion was seconded by Gerald Waszkowiak and carried.

### Review & Approval of the MOU Cost Sharing Negotiator Request for Proposal

Cary then presented the proposals submitted for the MOU Cost Sharing Negotiator. Linda Burt motioned to approve the proposal submitted by Workforce Enterprise Solutions. Motion was seconded by Vanessa Hoffeditz and carried.

Update on Youth Project Notice Of Funding Opportunity (NOFO)

Pam provided members with information regarding the Youth Project grant. She told members that at the Youth Committee meeting members agreed to focus on transitional youth. Pam noted that transitional youth could include children in foster care, children aging out of foster care, homeless and individuals with drug problems. She told members that the grant funds will help prepare the youth transitioning into the communities. Pam commented that they will have challenges and issues that will need to be addressed. The grant funds will include be used to hire a consultant that can put together a network of internships in the 8-county area. Additionally, Pam told members that the program will include a linkage with the Vermillion Advantage program that has a 20-year history of success in the Danville area. Members agreed that the grant was worth pursuing. Pam said that she was hoping to submit the grant by April 16 as it has a May 1 due date.

NCI Works Bylaws Update

Pam informed members that some of the One Stop Partner Committee responsibilities are overlapping with the responsibilities of the One Stop Operator. She told members that in reviewing the Bylaws, that some of the One Stop Partner Committee responsibilities can be disbursed between the One Stop Operator, Oversight Committee and Targeted Population Committee. Pam requested that at the May meeting, the Executive Committee review some amendments to the Bylaws. Members agreed and authorized Pam to move forward with proposed Bylaw changes.

Other Business

None

Public Comments

None

Adjournment

With there being no further business, Vanessa Hoffeditz motioned to adjourn. Motion was seconded by Gerald Waszkowiak and carried. Meeting adjourned at 6:10 p.m.

Jo Ann Johnson

Approved by:



Mary Boogemans  
Secretary