

**Northwest Central IL Works (NCI Works) Executive Committee Meeting**  
**Tuesday, July 29, 2020**  
**5:30 p.m.**

**Join Zoom Meeting**  
**<https://us02web.zoom.us/j/82886075561>**

**Meeting ID: 828 8607 5561**

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**+1 312 626 6799 US (Chicago)**

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## **AGENDA**

Call to Order (Linda Burt / Cary Robbins)

Roll Call

Chair Comments

- Introduction of New Member (Joel Torbeck)
- NCI Works Members for Reappointments

Ed Bochniak  
Mary Boogemans  
Joel Torbeck  
Vanessa Hoffeditz  
Deana Jones

James Knauf  
Robert Lentz  
Kevin Lindeman  
Andrew Mills  
Dan Payette

Cary Robbins  
Gerald Waszkowiak  
Robert White

Approval of the March 24, 2020 Executive Committee Meeting Minutes (Enclosed)

NCI Works (May 26, 2020 Meeting Minutes Provided for informational purposes) (Page 1)

Employer Engagement Committee (June 2, 2020 Minutes provided for informational purposes) (Page 8)

### **Business Meeting**

Oversight Committee (Gerald Waszkowiak)

- Review and Approval of the Financial Reports April & May 2020 (Page 10) (Action Item)
- Eligible Training Programs from IVCC (Page 18) (Action Item)
  - Medical Billing and Coding (Online Career Training) Certified Professional Coder CPC
  - Pharmacy Technician (Online Career Training)

## Other Business

- Illinois Workforce Partnership Appointment (Carrie Folken) (Page 22) (Action Item)
- Approval of Regional & Local Plan Revisions (Carrie Folken) (Page 23) (Action Item)
- PY 19 Grant Modification (Annette Pace) (Action Item)

PY19 WIOA has an expiration date of 06/30/21 and currently has a program expenditure rate of 58%. We have received word from DCEO that the 80% requirement for expenditures has been waived due to COVID19. We have also received notice from DCEO that the Incentive Grant that we would have received this year in the amount of \$26,032 will be incorporated into the PY19WIOA grant pending modification increasing the grant total to \$3,033,323.

- PY 20 Grant (Annette Pace) (Action Item)

PY20 allocations have been received from DCEO. LWIA 04 has received a total allocation of \$3,724,813, which is an increase of \$717,522 in additional funding. The Adult program had an increase of \$267,782, the DW program had an increase of \$106,981, the Youth program had an increase of \$271,007 and funds for Administration increased by \$71,752.

- One Stop Certification Review Team (Carrie Folken) (Page 29) (Action Item)

Ratify the action by the One Stop Certification Team in certifying the One Stop Center

- Revised Policies (Dianna Schuler) (Action Item)
  - Work Based Learning Work Experience & Job Shadowing Policy (Page 52)
  - Adult & Dislocated Worker Experience & Transitional Jobs Policy (Page 54)
  - Incumbent Worker Policy (Page 57)
- Opioid Grant Update (See Report from Kerri Hicks below)

The Opioid Grant has been able to place 4 impacted participants into Paid Work Experiences. These positions are with Perfectly Flawed, an Accounting Firm, Badge A Minit, and IVAR. We have already had 1 promotion with a position at Badge A Minit, there is conversation that this placement will eventually turn into an OJT.

The participant at Badge A Minit, was using a bicycle to get back and forth to work, his bicycle broke down. We were able to work an agreement with the Employer (later start time) and NCAT so that this participant through the Grant could receive Supportive Services and still be able to maintain his weekly work schedule – Monday thru Friday.

The Job Coach and Education Coordinator have made numerous contacts with 2<sup>nd</sup> Chance Employers and also working with referrals of those individuals that have been impacted by the Opioid Crisis. There are 7 impacted participants that we are just waiting for confirmation from the Employer that they will be able to place them into a position. There are 2 on hold due to COVID, the rest are just waiting to complete paperwork and then will contact with a start date.

Other Employers that we are looking at for placements are - - Lee County Council On Aging, Landscaping and Construction Businesses, IVCH, Country Cottage, Apple Press and Happy's Service Station. By end of July, we should have a total of 10 impacted participants enrolled into the Program in a Paid Work Experience. The remainder, I am hoping by mid-August, we will have placement completed.

The Job Coach, Education Coordinator, Behavioral Health Nurse, and I meet weekly to keep everything up to date and address any issues that may have come up during that timeframe. The Job Coach and Education Coordinator talk with me on almost a daily basis, providing to me the Employers they have secured for placement or sending to me application of those that have been impacted by the Opioid Crisis and I then determine their eligibility and move forward with the intake process if all areas of requirement are met.

Even through these unique times, the team is doing a fantastic job in reaching out to Employers and impacted individuals, finding referrals. We projected that we would be able to place 30 participants into this Grant, I do not feel that is will be an unattainable goal.

- Apprenticeship Expansion Grant Update (Dianna Schuler)
- DCEO Monitoring Update (Carrie Folken / Annette Pace)
- Success Stories (Page 59) (Carrie Folken) - FYI
- BEST, Inc. Office Update (Carrie Folken)
- Next NCI Works Meeting: September 22, 2020

Public Comments / Recognition of Guests

Adjournment