

Northwest Central IL Works (NCI Works) Meeting
Tuesday, November 17, 2020
5:30 p.m.

AGENDA

Join Zoom Meeting
<https://us02web.zoom.us/j/88428458714>
Meeting ID: 884 2845 8714

Dial by your location
+1 312 626 6799 US (Chicago)
Meeting ID: 884 2845 8714

Call to Order (Linda Burt / Cary Robbins)

Roll Call

Chair Comments

Resignation of Debbie Clausen

Welcome New Member (Danelle Burrs)

Consent Agenda (*Action Item*):

Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.

- NCI Works (May 26, 2020 Meeting Minutes) (Page 1)
- NCI Works Executive Committee (July 28, 2020 Meeting Minutes) (Page 8)
 - Approval of the April & May 2020 Financial Reports
 - Approval of the Medical Billing and Coding (Online Career Training) Certified Professional Coder CPC Programs at IL Valley Community College
 - Approval of the Pharmacy Technician (Online Career Training) Program at IL Valley Community College
 - Appointment of Carrie Folken & Dianna Schuler to the Illinois Workforce Partnership
 - Approval of Regional & Local Plan Revisions
 - Approval of the PY 19 Grant Modification
 - Approval of the PY 20 Grant
 - Approval of the Certification of the One Stop Center in Ottawa
 - Approval of the Work Based Learning Work Experience & Job Shadowing Policy
 - Approval of the Adult & Dislocated Worker & Transitional Jobs Policy
 - Approval of the Incumbent Worker Policy

- ❑ NCI Works Meeting Summary (September 22, 2020 Meeting Minutes) (Page 14)
- ❑ NCI Works Executive Committee (September 29, 2020 Meeting Minutes) (Page 18)
 - Approval of the Financial Reports June & July 2020
 - Approval of 4th Quarter Report
 - Approval of the Partner Report
 - Approval to add Castor Health Institute & their Certified Nurse Aide Training Program to Eligible Training Provider List
 - Approval of the Agriculture Production Technology Program at Sauk Valley Community College
 - Approval of the Agriculture Business Program at Sauk Valley Community College
 - Approval to Recertify Training Programs from Sauk Valley Community College
- ❑ Business Liaison & Marketing Committee (October 7, 2020 Meeting Minutes) (Page 24)
- ❑ Youth Committee (October 13, 2020 Meeting Minutes) (Page 26)

Business Meeting

Business Liaison & Marketing (Linda Burt)

- Election of Officers
 - Cary Robbins / Linda Burt – Co-Chairs
 - Amy Soltis Strawn – Vice-Chair
 - Patty Head - Secretary

Oversight Committee (Gerald Waszkowiak)

- Review and Approval of the Financial Reports August & September 2020 (*Action Item*) (Page 30)
- Review & Approval of 1st Quarter Report (*Action Item*) (Page 38)
- Review of the Partner Report (*Action Item*) (Page 39)
- Approval to Recertify Training Programs from Illinois Valley Community College (Page 40) (*Action Item*)
- Approval to Recertify the Summer CNA Training Program from Whiteside Area Career Center (Page 42) (*Action Item*)
- Approval of the Network Administration Training Program from Morrison Institute of Technology (Page 45) (*Action Item*)
- Approval to Recertify the Engineering Technology Training Program from Morrison Institute of Technology (Page 48) (*Action Item*)

- Approval to accept Request for Proposal/Quote for 2021 One-Stop Infrastructure and Local Service Delivery Costs for NCI Works (**Information will be provided at meeting**) (*Action Item*)
- Appointment of Joel Torbeck as the Lead Negotiator for Program Services and Annette Pace as Budget Negotiator on behalf of BEST, Inc. (**Information will be provided at meeting**) (*Action Item*)

Executive Committee Report (Linda Burt / Cary Robbins)

- Proposed Revision to the NCI Works Bylaws (**Listed below**) (*Action Item*)

ARTICLE VI MEETING PROCEDURES, VOTING RIGHTS

Section 2

- a. Each member shall have one (1) vote. ~~Members must be present at meetings to cast a vote and may not vote by proxy.~~ **In the event that a Board member cannot attend a meeting s/he may designate an alternate to represent him/her at the Board meeting. Alternates/proxies may discuss Board business and relate the member's option to the board and shall have voting rights for that member.**

Other Business

- Approval of Modify PY 20 WIOA Grant (Annette Pace) (*Action Item*)

Approval to move funding from ITA to the Registered Apprenticeship cost category if it becomes necessary after the BRR Service Team does outreach to promote the Registered Apprenticeship Program and also to move funding from Dislocated Worker ITA to Adult ITA in the amount of up to \$300,000 due to the available funding in the PY 19 Rapid Response grant for Dislocated Worker ITA costs if it becomes necessary.
- Approval to Modify PY 20-PY 21 Plan to include the negotiated Performance Measures (**Page 51**) (Carrie Folken) (*Action Item*)
- PY 20 Memorandum of Understanding Corrections (**Page 54**) Carrie Folken (*Action Item*)
- Youth Additional Eligibility Policy (**Page 56**) (Carrie Folken) (*Action Item*)
- Opioid Grant Update (See Report from Kerri Hicks below)

The Opioid Dislocated Worker Grant currently has 8 impacted participants enrolled into a Paid Work Experience throughout the 8 County Territory. We have 4 registrants that the team is working with on their placements into the Program with a 2nd Chance Employer. The Grant also has 4

inquirants that are needing further conversations and time to gather their eligibility documentation before moving forward into enrollment.

Matt Howze - Job Coach for the Northern Territory has moved to another State. Prior to his move he had given a few referrals. I was able to hire 1 of the candidates he had sent our direction. Laurie Free is now the new Job Coach in the Northern Territory. Laurie comes with many years of experience in Whiteside County and had been previously employed with the Sterling Township. Laurie is very knowledgeable in the Opioid Population and will have no problem picking up where Matt left off in conversations with 2nd Chance Employers and referrals.

Kim Dahl, our Education Coordinator, has been a tremendous help in providing Case Management with those that are in Paid Work Experience in LaSalle County. Kim not only has great relationships with our Clients but is doing a wonderful job in building the 2nd Chance Employer relationships as well. Our partnership with Perfectly Flawed, has not only provided a temporary position for our Education Coordinator but also provided a Paid Work Experience for 1 of our impacted Participants. Perfectly Flawed's goal is to be able to work with BEST/ODWG on an OJT with this Client and by Mid-March/April, she can then become their Full-Time Peer Support Specialist. This Opioid Client is always looking for training and certificates of completion that she can add to her position, her file currently has 25 certificates in many areas that will help to assist her be more successful as a Peer Support Specialist. From Mental Health First Aid, ASIST training, Harm Reduction, Integrated Health, Stigma Training and much more.

Kelly Diehl the Behavioral Health Nurse we have placed at Sinnissippi Center has been able to provide a couple of referrals. Kelly has been hit a little harder with COVID and by working remotely, her referral process or just being able to meet and discuss the Program to others has proved to be a bit of a challenge.

This Friday (11/6), we are able to place our final team member into the Grant! We will have our Southern Territory Job Coach, who will help to serve all referrals and 2nd Chance Employers in the Bureau, LaSalle, and Putnam Counties. Stephanie Christian, is a Bureau County native and is currently holding a Part-Time position with Arukah as their Care Coordinator. The Job Coach and Care Coordinator positions will go hand in hand for her. I am very excited to get her on board and be working with a full team.

We are still working with our Transportation providers for clients that are in need. We just added BPART to the list of support. This has been a great asset having NCAT, LOTS, and BPART added. The Grant has also been able to provide other supportive services for clients such as, training – 1 for the client I referred to earlier at Perfectly Flawed. Another Client at Badge A Minit will be completing 2 training courses to help promote his position within the Company. I was also able to take another Client shopping for clothing that was needed for her Office position in which business attire was needed. This Client couldn't wait to get to work the next day and show off one of her outfits!

I am still attending bi-weekly zoom meetings with DCEO and the rest of the LWIA's that have received the ODWG. I also have monthly conversations with Perfectly Flawed to just stay up to date on thoughts or concerns that Luke Tomsha may have. Though COVID has provided many challenges, I do believe that we are doing well, still working out some of the details but overall the progress is good.

- Apprenticeship Expansion Grant Update (See report from Dianna Schuler below)

A Zoom presentation was given to area Chamber of Commerce and Economic Developers on September 29th. It is our hope that these entities will assist us with contact to the business community once we brought them up to speed on the vast number and variety of apprenticeship programs and covered occupations, the incentives available (both Title 1 funding and the Illinois Tax Credit). We had a dozen individuals participate in the meeting. In addition, we have scheduled another Zoom event, this time with post-secondary education and area CTES to inform them of the opportunities we are hoping to develop and encourage them to present their current offerings as potential apprenticeship Related Training Instruction opportunities to the companies we will be meeting with. Additional events are being planned with Manufacturing, Healthcare, Logistics, Hospitality, and Ag/Agri-Business.

Thus far we have had one on one conversations with 15 different entities with 10 expressing serious interest in establishing a program, 2 of those are interested in registered youth apprenticeships. Five of those companies are manufacturers and 1 is a winery, 1 a supper club, 1 a coffee house and roaster, a high school, and 1 is a manufacturer that is in Ogle county and being jointly served by Region 6 for adult apprenticeships and BEST/Region 5 for a registered youth apprenticeship . Two manufacturers are already working with IVCC to review current curriculum for their Related Training Instruction portion of their potential program. One of the metrics for this grant is the establishment of 5 new apprenticeship program along with the expansion of 3 existing ones. We are well on our way to the 5 new programs.

In addition to the establishment of new and expansion or existing apprenticeship programs, the grant is also focused on expanding the number of registered apprentices in our region by 20. It allows us to count any first year apprentice that we may have worked with through our Title 1 funding and we can count those we served through Title 1 since July 1, 2019. Thus far we have served 15 first year apprentices through Incumbent Worker Training and have reported such on our report to DCEO for this past quarter.

Upcoming events (as of November 4th) include: November 5th Health Care Apprenticeship Zoom Event and November 12th Manufacturing Apprenticeship Zoom Event. The week of November 8th through the 14th is National Registered Apprenticeship Week. Events have been shared with the US DOL and the State of Illinois for inclusion in their event calendars.

Nikelle and I will keep the board apprised of developments as they unfold.

- Update on the 1E Small Business Grant (See Report from Dianna Schuler below)

Not much new to report with this grant. We still have 19 companies that need to submit documentation, 3 that Annette is working on, and we have completed reimbursement for 7 of the 19 companies approved. We've reimbursed a total of 58,131.71 and have another \$66,109.00 for the 3 companies that Annette is currently working on.

- Success Stories (Page 57) (Carrie Folken) - FYI

Public Comments / Recognition of Guests

Adjournment