

**Northwest Central IL Works (NCI Works)
Meeting Minutes
November 22, 2016**

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

Name	Present at IL Valley Community College	Present at Sauk Valley Community College	Present at Highland Community College	Present at Carroll County Housing Authority	Absent
James Andreoni	X				
Dave Argubright					X
Ed Bochniak				X	
Mary Boogemans					X
Linda Burt	X				
Fidencio Campos	X				
Vicki Carlson					X
Debbie Clausen					X
Dr. Jerry Corcoran	X				
Tim Farragher					X
Monte Flack	X				
Dan Fitzgerald	X				
Carrie Folken	X				
Randy Freeman	X				
Janet Graham					X
Jill Guynn	X				
Patricia Head		X			
Linda Hessenberger	X				
Vanessa Hoffeditz					X
Dave Howell	X				
Deana Jones					X
James Knauf					X
Rhonda Krueger	X				
Kevin Lindeman	X				
Barbara Majeski					X
Lisa McCarthy					X
Beth Murphy					X
Bill Norden					X

Name	Present at IL Valley Community College	Present at Sauk Valley Community College	Present at Highland Community College	Present at Carroll County Housing Authority	Absent
Tom Pigati	X				
Kevin Reibel					X
Cary Robbins		X			
Jennifer Robbins			X		
Brandon Rumler		X			
John Spencer	X				
Teresa Strum		X			
Gerald Waszkowiak	X				
DeAnne White					X
Robert White					X

OTHERS PRESENT AT IL VALLEY COMMUNITY COLLEGE: Dianna Schuler, Laura Olson, Bonnie Hayes, Kelsey Hayes

OTHERS PRESENT AT SAUK VALLEY COMMUNITY COLLEGE: Pam Furlan, Jo Ann Johnson, Kathy Day, Josh Miller, Mike Dean

Presentation / Discussion

Fidencio Campos introduced Josh Miller to members. Fidencio informed members that the Targeted Population Committee heard Josh's story and thought that the entire membership would be interested in his success story. Josh shared with members his story regarding his conviction and incarceration at a Boot Camp. Josh told members that during his incarceration he was enrolled in a four-month job search program. He continued by saying that he never had a father figure around growing up so he had to learn on his own. After his release, Josh said that he looked for work at numerous places but his record as a felon stopped him from getting hired. In 2006, Josh said that he started working at Sterling Steel as a temporary employee and was thankful for the break that the HR Manager gave him. In 2008, Josh told members that he was fortunate to get hired at Sterling Steel where he continues to work today. Josh continued to sharing some of the hurdles he has encountered while he was trying to improve his quality of life. He told members of a friend he met while in Boot Camp who served as a barber during incarceration. When he was released he applied for his license to barber and was denied due to his conviction. Josh told members that his friend committed suicide and passed three months ago. Josh continued by saying that his passion was to coach youth football, but because of his conviction he is unable to coach. Josh continued his story by saying that during his 4 months in the Boot Camp he resided with a majority of inner city kids. He commented that he thought he had it bad until he met them. Josh told members that these kids could not do basic math or even fill out a basic job application. He said he tutored them as much as he could. Josh told members that he genuinely cares about people and wants to help them. He said that he would enjoy working at a facility to help these people, but because he was not able to receive any tuition assistance, he was not able to continue his education.

Cary commented about the importance of talking with high school students to get the message across that the decisions that they make may affect them for the rest of their life. Most employers, Cary noted, has a policy, whether it is written or unwritten, that says that if an individual has a felony on their record they do not hire if it is less than seven years old. Cary stated that when he interviews an individual he tries to see the person and the skills that they can offer a company.

Pam asked Josh how he prepared to look for a job while in Boot Camp. Josh said that there are 60-120 day programs available. He said that they started with resume building, applications and interviews. In regards to the interview question of "have you ever been convicted of a felony", Josh told members that they were advised to answer "will explain in interview". He told members that with the State budget cuts, he understands that this program is no longer offered.

With there being no questions for Josh, members thanked him for sharing his story and gave him a round of applause.

Consent Agenda

Cary informed members that the Consent Agenda was included with the meeting materials. Linda stated that anyone can remove an item from the consent agenda list upon request for discussion. She stated that each of the Committee's Meeting Minutes are attached to the Consent Agenda to allow for full disclosure of recommendations for action.

It was moved by Dan Fitzgerald and seconded by Dr. Jerry Corcoran to approve the consent agenda, as presented. Motion carried.

The following items were approved in the consent agenda:

Approval of NCI Works Meeting Minutes - September 27, 2016

Employer Engagement Committee Meeting Minutes – October 4, 2016

Youth Committee Meeting Minutes – October 11, 2016

- Release Request for Proposal for a Project Reach Instructor

Business Liaison & Marketing Committee Meeting Minutes – October 14, 2016

Targeted Population Meeting Minutes – October 19, 2016

One Stop Partner Committee Meeting Minutes – October 25, 2016

Executive Committee Meeting Minutes – October 27, 2016

- Approval of Process to Procure a Provider to develop the One Stop Operator RFP
- Incumbent Worker Training (IWT) Policy
- Transfer \$270,000 from Dislocated Worker Allocation to the Adult Allocation
- Approval to Release High School Equivalency Program Request for Proposal

Reports

Workforce Innovation and Opportunity Act (WIOA) Update (Pam Furlan)

Pam informed members that the Local and Regional Plans will require some minor corrections. She said that these corrections will be made and sent out to the respective groups working on these projects. The goal is to have both documents completed and ready for submission to DCEO by March 31, 2017.

The Memorandum of Understanding (MOU), Pam said, will require some changes. She plans to address those corrections in mid-December or early in January.

Pam informed members that on behalf of NCI Works, BEST, Inc. will be applying for 2 special grants that are available through the Department of Commerce. The Asset Mapping and Journey Mapping grant will look at all partner agencies to identify the kinds of programs and services offered. The second part of the grant will be some training and journey mapping that will take the programs and services available to develop a strategy for all partners to deliver the programs and services consistently to the customer.

The next grant application, Pam said is for a community audit/underemployed that will conduct an overall assessment of the local area by identify the strengths, challenges and opportunities. Pam said this is something that some employers are interested in. She said that it is also an opportunity for economic development agencies to recruit new companies coming into the area or promote expansion.

Pam told members that she will report to members at the January meeting if these grants were received.

Pam informed members that a Request for Quote has been developed and released for an individual or entity to develop a Request for Proposal for a One Stop Operator. Pam informed members that WIOA requires local workforce areas to competitively procure the One Stop Operator. Under WIA, she said, the Elected Officials and LWIB could designate the Operator. Pam told members that Local Workforce Area 15 and Local Workforce Area 4 initiated a Request for Quote for a vendor/individual to develop the Request for Proposal (RFP). Pam noted that the whole process should be done by the January meeting so that the implementation process can be operational by July 1, 2017.

Oversight Committee

Gerald informed members that the Oversight Committee met and reviewed the financial reports for August and September 2016. He noted that the reports were acceptable and recommended for approval. Gerald told members that the committee also reviewed the WIB Budget and found it to be acceptable. Next, he said that the committee reviewed a training proposal report that includes additional information about the training program. Gerald said that the additional information will help the committee in reviewing and approving future training programs. Cary Robbins motioned to approve the Financial Reports for August and September 2016. Motion was seconded by Teresa Strum and carried.

Other Business

NCI Works Bylaw Revision

Linda informed members that the Executive Committee met and recommended approval of the following Bylaws Revision:

Article V, Committees and Task Force Groups, Section 2, second paragraph - "Each Committee Chair may select his/her committee members with approval of the NCI Works Chair(s); however, at least ~~fifty percent (50%)~~ **one (1)** of the committee members shall be an NCI Works' member. Purpose and responsibilities....."

Randy Freeman motioned to approve the Bylaws Revision as presented. Motion was seconded by Jim Andreoni and carried.

Approval of Request for Proposal – High School Equivalency for Carroll and Jo Daviess Counties

Pam disseminated copies of the High School Equivalency for Carroll and Jo Daviess Counties Request for Proposal Summary to members. She said that one individual responded to the Request for Proposal that was released for the project. Pam reminded members that BEST, Inc. contracted with an individual to provide High School Equivalency services for eligible individuals in Carroll and Jo Daviess Counties, however, the contract is about to expire. Pam told members that the individual running the project now is the same one who submitted a Request for Proposal. She noted that 4 individuals reviewed the proposal and referred members to the summary that was handed out. Pam told members that based upon the reviewers comments, they recommended that the proposal be approved pending contract negotiations and any answered questions would be answered satisfactorily before entering into a contract. Gerald Waszkowiak motioned to approve the High School Equivalency for Carroll and Jo Daviess Counties Request for Proposal with the stipulation that all questions be answered satisfactorily and upon contract negotiations. Discussion was held regarding the current contract and enrollment information. Kathy Day informed members that last year's contract was for a shorter time period and up to \$5,000. She noted that 3 students are currently enrolled. Jennifer asked if an estimated cost per student was available. Kathy stated that information would not be available until after contract negotiations. Pam noted that one of the performance criteria is that the students complete and get their High School Equivalency certificate. In terms of the success of the program, Teresa commented that such reports are given to the Youth Committee at each of their meetings. Motion was seconded by Jennifer Robbins and carried.

Election of Officers

John Spencer presented the State of Officers for 2017:

Linda Burt/Cary Robbins – Co-Chairs

Debbie Clausen – Vice Chair

Mary Boogemans – Secretary

With there being no nominations from the floor, John Spencer motioned to elect the Slate of Officers as presented. Motion was seconded by Jim Andreoni and carried.

2017 Meeting Schedule

Cary informed members that the Executive Committee will meet on January 24 instead of the full Board meeting. Pam noted that any member is invited and welcome to attend the Executive Committee meeting. Cary continued by saying that the March NCI Works meeting is in conflict with the National Association of Workforce Boards' Annual Conference and asked members about rescheduling. After discussion, Jim Andreoni motioned to move the NCI Works Meeting from March 28 to March 21. Motion was seconded by Cary Robbins and carried. Cary noted that the NCI Works meeting for the remainder of 2017 was included on the Agenda.

Public Comments / Recognition of Guests

None

Adjournment

With there being no further business, John Spencer motioned to adjourn. Motion was seconded by Dr. Jerry Corcoran and carried. Meeting adjourned at 6:23 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in cursive script that reads "Mary Boogemans". The signature is written in black ink and is positioned above the printed name and title.

Mary Boogemans
Secretary

**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

**BUSINESS LIAISON & MARKETING COMMITTEE
MEETING MINUTES
February 1, 2017**

The Business Liaison & Marketing Committee Meeting was called to order at 8:15 a.m. by Co-Chair DeAnne White.

Roll Call was taken.

NAME	PRESENT	ABSENT
Linda Burt	X	
Bill Norden		X
John Spencer	X	
DeAnne White	X	

OTHERS PRESENT: Dianna Schuler & Jo Ann Johnson

Approval of Meeting Minutes

Linda Burt motioned to approve the November 22, 2016 Meeting Minutes. Motion was seconded by John Spencer and carried.

Business Meeting

Committee Responsibilities Continued Discussion

Dianna noted that most of the Committee Responsibilities are done so on either a continual or annual basis. As part of the marketing strategies for the local workforce system, Dianna shared with members' copies of recent Public Service Announcements and Press Releases that were submitted to 18 Radio Stations and 35 Newspapers. She told members that another Public Service Announcement would be released for the Ogle County Job Fair. Dianna told members that staff are trying to get out the information as soon as possible. John told Dianna that he was not receiving the PSAs or Press Releases. Dianna said she would check her master list and add him if he was omitted. Members also told staff to put all PSAs and Press Releases on the home page of the NCI Works website. They suggested that the current release be first with the others to follow. DeAnne suggested to promote No Place Like Home during the month of April as many graduates will be looking for jobs.

Dianna shared with members some updated Social Media statistics. She said that the NCI Works Twitter site has 19 followers. There are 106 likes on the NCI Works Facebook page. Dianna said that there are 109 Likes on the BEST Facebook page. DeAnne suggested that Dianna send out an email invitation to "Like" the NCI Works Twitter and Facebook Pages to local SHRM members. John suggested that Dianna create an event for Job Fair(s) and send out requests/invitations.

In terms of recognizing business and outstanding participants. Dianna pointed out that both businesses and participants were recognized at the Employers Conference / Awards Program

Dianna noted that recruitment of board members is an ongoing activity. She noted that the slate of officers is done on an annual basis.

Regarding New Member Orientation, Dianna told members that Pam generally provides new member orientation. Jo Ann disseminated a copy of the orientation material that Pam reviews with new members. Jo Ann told members that when Pam is conducting new member orientation, whether in a group setting or individualized, she would like to have a member of the board present to give their perspective to the new member. She said that Pam will notify the current member of the meeting through email. If the current member is able to attend, they would be most welcome

Discussion was then held regarding the implementation of a Speakers Bureau. Jo Ann told members that she received some clarification about this topic from Pam. Jo Ann reported that in the past, staff and board members would go into the high schools to make a presentation about job skills needed for a particular industry. Dianna commented that IWorc may be a good vehicle to start such a project. She said that the group meets quarterly and she will address it with them. DeAnne commented how difficult it is to get into the schools. Linda shared with members a program that St. Margaret's recently conducted in cooperation with Advance IL. She told members that they ran a "camp" for high school and grade school students on two separate days. The students visited St. Margaret's and their staff showed them different departments within a hospital environment, such as: ambulance, simulation laboratory, nursing, etc. Linda noted that the grade school students were more open to new ideas and were genuinely interested in what was offered. Deanne commented that is similar to a program they have for students to "run the city for a day". Members commented that by providing such "camps" gets the students into a service mentality. DeAnne said that it would be interesting to coordinate and add in other departments such as food service, HR, etc. Linda told members that St. Margaret's also partnered with IVCC and SRAVTE. Linda told members that Carrie Donahue was the coordinator for their event and she will make her available to help coach anyone who may be interested. Linda noted that they did this event in early-late fall.

In regards to the Annual Report, Dianna told members that requests are being sent out to all Core Partners to include information in the Annual Report. She also said that the Business Liaison & Marketing Committee and Oversight Committee will be coordinating performance information to include in the Annual Report.

Employer Conference

Jo Ann pointed out that a copy of the 2016 Employer Conference Summary was included with the meeting materials. Members commented that they felt the event was a success. DeAnne asked if a follow-up will be done to those individuals who were seeking additional information and/or interested in being nominated to the Board. Jo Ann said they she provided the information to Pam and Dianna and would follow up with them.

Dianna told members that the IL Workforce Partnership will be having a Conference/Awards Banquet on September 14, 2017 at the Crowne Plaza in Springfield.

To begin the planning process for 2017, staff were asked to contact the Mendota Civic Center for any available Fridays in October. Staff were also asked to contact Laurie Guest for her availability in October. Members agreed to continue with an Employment Law Update but asked staff to contact the law firms in Chicago who sent speakers previously to the event. Depending on the date of the event, DeAnne asked about asking State Representative Tom Demmer to provide a keynote. She noted that he would be able to address legislation and issues affecting local employers at the State level.

Award Recognition for PY 2016

Members agreed to continue including the Award Recognition with the Employers Conference.

PY 2016 Annual Report

DeAnne noted that the Annual Report topic was addressed earlier in the meeting.

Quarterly Newsletter Discussion

Dianna informed members that she has begun working on the Quarterly Newsletter. She has sent out a request to Core Partners asking for information to include in the newsletter. She said that the Business Services Team is working with IL workNet to conduct education webinars for IDES. The first one will be on February 22 targeting Veterans.

Job Fairs Update

Dianna told members that on March 16 there will be a Job Fair targeting Youth in the Carroll and Jo Daviess Counties. Dianna said that Mary Katos (Business Relations Representative) is working with health care and tourism businesses to be a part of the event. Another Job Fair is being planned in March for those employees affected by Nippon. Dianna told members that Theresia Charley (Business Relations Representative) is working with our counterparts in DeKalb County for this event. Finally, Dianna said that plans are underway for another "Just Hire One" event for Ogle County as well as Jo Daviess and Carroll Counties. Dianna noted that IDES would like to have an onsite event vs. a Virtual Job Fair. DeAnne expressed concern about difficulty in getting job seekers to show up for appointments in Carroll County. She said that the general consensus is that those who want to work are working and those who are not working do not want to work. Dianna commented that some of the counties in the northern area have the lowest unemployment rates. DeAnne suggested that instead of having another Job Fair in Oregon to consider having one in Rochelle. She noted that the majority of those affected by recent layoffs are closer to Rochelle than Oregon. Dianna told members that she would have Theresia look for a site in Rochelle.

Website Analytics

Members noted that the Website Analytics looked good. It was noted the increase during March through June and suggested that staff include more things related to job openings during that time period. Members then discussed the No Place Like Home page at length. Dianna reminded members that when the No Place Like Home Page was originated it was to include only those jobs that pay \$15.00 or more an hour. Linda continued by saying that when the No Place Like Home concept was adopted it was to let those individuals who may have left the area know what types of jobs (and social activities) were available in their "home" area. Members suggested that No Place Like Home be revamped to include all jobs that are available in the local areas noting that the employers are looking for a workforce that is trained. Linda stated that the concept of No Place Like Home was good when it first started many years ago but now we need to focus on making it a job referral page. The committee recommended to replace the No Place Like Home page to a Job Referral Page listing employers and linking directly to their employment opportunities page.

Public Comments

Dianna informed members that Beth Heaton, Business Relations Representative in the Princeton Office is on leave for a family medical emergency and asked them to keep her family in their thoughts.

Adjournment

With there being no further business, Linda Burt motioned to adjourn. Motion was seconded by John Spencer and carried. Meeting adjourned at 9:17 a.m.

Jo Ann Johnson

**Employer Engagement Committee
Meeting Minutes
February 7, 2017**

The Employer Engagement Committee Meeting was called to order at 5:30 p.m. by Jim Andreoni.

MEMBERS PRESENT:

IVCC: Jim Andreoni, Mary Boogemans, Debbie Clausen, Dr. Jerry Corcoran, Monte Flack, Kevin Lindeman

STERLING: Vicki Carlson, Patty Head, Barbara Majeski, Lisa McCarthy

MEMBERS ABSENT: Linda Burt, Deana Jones, Dave Mennie, Cary Robbins, Jim Weed, Robert White.

OTHERS PRESENT (IVCC): Dianna Schuler, Joel Torbeck

OTHERS PRESENT (Sterling): Pam Furlan, Theresia Charley

Business Meeting

Approval of Minutes

Dr. Corcoran made the motion to approve the minutes from the last meeting. Kevin Lindeman second the motion. Motion carried.

Collaboration Effort of Business and Education

Dianna reported that the IWORC (Illinois Workforce Opportunity Readiness Coalition) group of superintendents, workforce, and business now has a website up and running at www.iworc.org. She went on to report that she will be meeting with Dr. Espinoza from LaMoille High School (chair of the initiative) and Dwayne Mentgen from the area career center to put together an agenda for a roll out of the website and some other things that the group is working on. Dianna reminded the committee that this group was an outgrowth of the manufacturing forum held at IVCC spring of 2016.

Pam reminded the committee that last year we hosted 2 manufacturing forums; one at Sauk Valley Community College and one at Illinois Valley Community college. The forums brought together business, education and workforce in an effort to find ways to partner to address common workforce and education issues. The idea was for business to share what their needs are and to get buy in from education to promote manufacturing. The IWORC coalition came out of the IVCC forum. At the SVCC event it was decided that rather than start a whole new group that this initiative would become a part of the group that was working on manufacturing expo. Dianna reported that the SVCC was recently ironing out the dates/times for the manufacturing tours portion of their efforts. Participating youth will also be given an opportunity to tour the multi-craft lab at SVCC as part of the tour day.

Employer Forums Update/Workforce Intelligence Summit and Job Fair Updates

Dianna informed the group that the idea originally was to replicate the forums that had already been conducted at IVCC and SVCC for the Carroll and Jo Daviess County areas, as well as for Ogle Co. She went on to inform the committee that in conjunction with working with our Workforce Intelligence Committee and our IDES Business Services partners from Rockford the original plan has taken a different turn.

Working with IDES this past fall we hosted a virtual job fair for Carroll and Jo Daviess that, technologically speaking, went very well. While we didn't have many during the live event, we had about 38 access the recorded event on Illinois workNet. Dianna went on to report that the head of the IDES Business Services Team, Don Ryan, was on the live event and was impressed with how well the technology worked. So, we made the connection with the workNet team for Don to partner with them to do an Illinois Job Link webinar for businesses that is scheduled for February 23rd.

In Oregon we held our second Just Hire One job fair also last fall. We did not have as big of a job seeker turnout as 2015 but Ogle County also had a lower unemployment rate last fall than it did in 2015. We've received tremendous support from the Oregon mayor and he helped us schedule the venue free of charge and also contributed the labor for setup and cleanup free of charge. We have also talked with IDES about replicating this event a 3rd year or even making it an annual event. Dianna went on to report that due to another layoff at Nippon we are currently working with our DeKalb counterparts and the Rockford IDES Business Services Team to host a hiring event targeting manufacturing jobs. This will be the main topic of discussion with IDES during a conference call on February 8th.

In Jo Daviess and Carroll Counties our Business Relations Representative, Mary Katos, has been working the Career and Technical Education facility to organize a youth summer jobs fair. The fair will be held at the Career and Technical Ed facility in Elizabeth in March. We are recruiting the businesses and the Career and Technical Ed facility is recruiting the schools. Likewise, during our job fair last fall Ted Duckett from IDES (Rockford) had mentioned wanting to do a youth hiring event in Ogle as well.

Pam asked Dianna for an update on our workforce intelligence summit. Dianna reported that there has been a lot of discussion on this but nothing concrete decided as yet. Originally, we thought we thought we might do just healthcare, then maybe all businesses. The career advisors in our workforce intelligence committee have surveyed their past healthcare customers but only went back one year. They intended to go back a second year and survey those customers as well. The purpose was to get an idea as to how satisfied those customers were with their training and subsequent employment. The plan is to then organize a summit with the healthcare providers to glean from them what trends they are seeing in the healthcare field, what the challenges are that they face, and what the demand might be over the next few years so that we can plan how we can respond. Pam asked Dianna to explain what the workforce intelligence summit is intended to do. Dianna responded by saying that it is intended to give us more information about need, skills, projected needs and trends/changes in their industry. Debbie inquired as to if this was from the perspective of the student or the provider. Dianna explained that it was both. Career Advisors gathered the information from the students and the summit will collect it from the providers. Information from the providers will give the Career Advisors better information to share with prospective students.

Youth Career Pathways Grant Update

Pam reported that the grant was one we applied for last year but no one received it. Instead DCEO revamped the grant to require any application be a regional one. With NCI Works being in 2 regions, Pam reported that the Quad Cities area was not interested in applying. Rockford however is planning an employer summit and she has been attending their meetings since Ogle County is within that specific region. The summit will be March 3rd 12:30 to 3:00 and focus on manufacturing. The intent is to dialogue with the employer, about 2 ½ hours in length, and determine their needs.

Pam informed the committee that, since we didn't get the grant the first time around, we took the model and started our own pathways initiative. We are working with IVCC and SVCC Adult Education Departments and the 2 area career centers to offer this opportunity. We are starting out with the manufacturing bridge programs, once the student completes that then they will move on to additional training (CPT, multi-craft, etc), an internship, and even on to an AAS in Advanced Manufacturing. At IVCC we have had 3 or 4 students begin the program. She has not received an update on the project from SVCC. The program just started January 1st.

Pam reported that the Chief Manufacturing Executives that meet at IVCC will be getting back to doing a tour of area facilities for guidance counselors and teachers so that they can share the information with students. They have also been talking about succession planning and the need for it in manufacturing. This conversation has led to the generation of ideas on how to address the need for workers. Ideas include apprenticeship programs and internship to address the concern of people leaving their workforce. Pam stated that she and Jennifer Scheri have briefly talked about possibly putting together some type of succession planning program to offer as a strategy.

Pam informed the group that we recently applied for 2 Sector Partnership Grants; one for Process Mapping for those that come into our offices, and one for a new community audit/underemployed study. The study would include everything within the communities from economic development to education. Pam stated that we had previously done one in 2008 and would be a good time to update it. She reported that we have been told we are getting both grants. Kevin inquired as to where the grants came from. Pam informed the committee that they are US Department of Labor grants.

Fee for Service Pilot Program

Dianna reported that a survey monkey was sent out as part of exploring the expansion of our fee for services to find out what services businesses would be interested in and how much they thought was reasonable to pay for outside assistance. The survey went out to 62 businesses and we received back only 6 responses. It went to the private sector of NCI Works and those other companies that we routinely work with. Recruitment of applicants was the number 1 service and IDES/BEST was the primary source they contact for services. The survey really didn't measure what we were hoping it would. Pam made the suggestion that we get the work group together again, start with the list we had originally, and flush them out some more. Then we can better decide if this is something we want to pursue.

Discussion of Business Services Reports

Dianna informed the committee that one of the requirements of one-stop certification is that the board decide on a format for reporting business services. Dianna provided an example of one that she provides to the BEST Board to show them the types of services she reports on. What we will need to know is

what information you would find helpful. Pam pointed out that while the sample that they have is just for BEST, the reports that we are talking about here would include all the partners that provide business services. Pam asked members to take a look at the sample and think about what information they might like to have. It was suggest that Dianna put together some different types of reports and to add the matrix of services that was recently updated along with a list of the different types of information (LMI, etc.) available.

Update on Business Services Team

Dianna gave some brief background on the makeup of the team which includes: BEST, IVCC and SVCC Business Training Centers and Adult Education, ORS, IDES, occasionally there has been a chamber or economic development entity attend, and NCICG was a member prior to that staff member leaving. It has met on a quarterly basis in the past but the reporting and larger number of events we are partnering on may require we meet more often. Dianna also informed the committee that IDES Business Services out of Peoria holds a Friday afternoon conference call with the Ottawa staff to update them on his contacts in the area the previous week and has graciously invited Dianna to sit in on those calls. Pam informed the committee that the idea behind the team is to have one point of contact so that all aren't knocking on the same doors all the time and then to share information with each other.

Other Business

Lisa gave a shout out for Kate and Mary for providing information and assistance to the customers of one the Galena clinics that are looking for work.

Public Comments

None

Adjournment

With there being no further business motion to adjourn was made by Jim Andreoni. Motion was seconded by Dr. Corcoran and carried. Meeting adjourned at 6:50 p.m.

Dianna Schuler

**ONE-STOP PARTNER COMMITTEE
MEETING MINUTES
February 9, 2017**

In the absence of Vanessa Hoffeditz, Carrie Folken, Acting Chair called the meeting to order at 10:00 a.m. Roll call was taken.

Name	PRESENT IL Valley Community College	PRESENT Kishwaukee Community College	PRESENT Carroll County Housing Authority	ABSENT
Ed Bockniak			X	
Sara Escatel	X			
Carrie Folken	X			
Janet Graham				X
Vanessa Hoffeditz				X
Jenna Holzberg				X
Jim Knauf	X			
Rhonda Krueger	X			
Jaime Schrader				X

OTHERS PRESENT (Ottawa): Pam Furlan, Jo Ann Johnson, Mary Ann Kolls

Approval of Meeting Minutes

Jim Knauf motioned to approve the October 25, 2016 Meeting Minutes. Motion was seconded by Rhonda Krueger and carried.

Business Meeting

MOU Request for Proposal for Negotiating Costs and Services Under WIOA

Pam informed members that Kathy Day was not able to attend the meeting and provided her report. She told members that last year Thomas P. Miller & Associates (TPMA) negotiated the costs for the MOU. Pam said that the NCI Works Executive Committee authorized the release of a Request for Proposal to select a neutral person or business to negotiate the One Stop Center costs. The selected vendor to negotiate these costs is Workforce Enterprise Services, Inc. Pam informed members that she will be coordinating the development of the programs and services section of the MOU while Kathy Day will be coordinating the Cost Sharing section. Pam note that some individuals who were authorized to conduct negotiations may have changed from last year. If that is the case, Pam asked members to please provide the individuals name and contact information to either her for programs and services or Kathy for cost sharing negotiations. Pam reported that the contract with Workforce Enterprise Services, Inc. is \$38,060 and they would like to get started with the next couple of weeks. She reminded members that the MOU needs to be finalized and ready for implementation on July 1, 2017.

In preparation for negotiating costs, Pam said that Workforce Enterprise Services, Inc. will want to talk to the individual(s) that was a part of the process last year. She said that they will want to know if your respective agency is doing what they are supposed to be doing under the current agreement, etc.

Pam informed members that she will be sending out a Doodle this afternoon to schedule a meeting to discuss the programs and services components of the MOU. She said that all new criteria has been issued for the Local Plan, Regional Plan and MOU that includes a new format for submission. Pam stated that some sections of the MOU needs to be discussed and is hoping that it can be done in one meeting.

One Stop Center Certification

Pam told members that the next thing to start working on is the One Stop Center Certification. She told members that some information was included with the meeting materials and said to disregard that document. Pam then referred members to a document that was emailed or handed out at the meeting. She told members that she is part of a workgroup that has put the criteria together and during a conference call yesterday the information was updated. Before reviewing the criteria, Pam told members that there are 3 levels of a One Stop. The first level is a Comprehensive Center. Pam said that Comprehensive Center is one that all partners shares the costs. The programs and services are coordinated/integrated with all partners and services are provided either onsite or through technology. The second level, Pam said, is an Affiliate Center or Site. Although this level has less criteria, it is still part of the certification process. Locally, Pam said, Ottawa will be the Comprehensive Center and Sterling will be considered an Affiliate Center as it includes IDES, BEST, Inc., and Adult Education a few times a week. Pam told members that when the certification process started it was understood that the Affiliate Center or Site would have different criteria, however, at this point that is uncertain. The third level, Pam stated, is a Connected or Connection Site. This connection would include any partner offices that are not housed in the One Stop Center or Affiliate Center but would be connected through Illinois workNet. Pam commented that beginning July 1, 2018 these connected sites may be pulled into the budget process. She told members that the State Interagency Team has asked for a delay in getting the Affiliate Centers/Sites pulled into the budget process.

Pam pointed out that a local team will certify the One Stop. She told members that the Board Chair or his/her designee can convene the One Stop Center Certification Team that needs to include 3 members. Under the NCI Works Bylaws, Pam said, the Oversight Committee has the responsibility for continuous improvement. Referring to the document handed out and/or emailed to members in remote meeting locations, Pam began reviewing the criteria for members. She encouraged the Core and Required Partners to read the document as she highlighted sections that are important and included side notes in the margins. Pam said that the State Interagency Team and IL Workforce Innovation Board has set the suggested timeline to have One Stop Centers certified by mid-April.

Pam then highlighted the following categories identified in the DRAFT Certification Criteria and Indicators handout:

1.2.1 The functional chart includes all partners providing services at the center and their reporting relationships. Pam suggested that the function chart be including in the process mapping process. She told members that she sent members an email about this process.

2.2.1. A personnel evaluation process is in place or planned that includes employee development goals as appropriate. Pam commented that this topic is a collective bargaining issue and she was already informed that performance issues are done.

2.3.1. A staff training plan has been developed to address topics including: customer service (in-person and phone); center partners' programs, services and resources; Other Illinois workNet resources; using center technology and other online resources (e.g. email). Pam told members that a training plan will need to be developed and reminded members that they discussed the meetings between mutual staff on a monthly basis.

4.1.1. Documentation exists that all business services included in the local service matrix are provided through the center and how they are provided. Pam informed members that the service matrix will need to be updated. She stated that some additional information may be available through the Process Mapping Project that could be included in the matrix.

4.2.1. A list of BST members by title and agency is available. Pam noted that this section will need to be addressed and expanded to include all partners and partner services that will be integrated.

In terms of Performance (Section 5.1.1.) Pam told members that State Interagency Team is working on the Performance criteria.

6.1 Partner programs coordinate programs, service delivery and referrals. Pam pointed out that staff are already coordinating programs and service delivery.

6.1.1 Steps are taken toward integrating referrals and

6.1.2. Staff are trained to complete an initial assessment of a participant's needs and inform them of the services available. Pam informed members that Rhonda asked about updating the partner services card that was designed several years ago under WIA. The card listed partner services that are available to individuals. In regards to assessment, Pam reminded members that at a previous meeting members discussed journey mapping of mutual customers. Pam noted that she was hoping that journey mapping would be part of the Process Mapping Project.

6.2.1. Regular meetings (e.g. monthly) are held with all on-site staff. Pam asked members if they were registered with 2-1-1 as they have a good service that helps people with local resource needs. Jim commented that the 2-1-1 service is spearheaded by United Way. Ed stated that 2-1-1 is not available in the Savanna area. Mary Ann commented that Kishwaukee is just starting it in their area.

7.1.1. LWIB meeting minutes reflect discussion regarding how regular business hours were established. Pam told members that a discussion regarding regular business hours will need to be addressed at an NCI Works meeting and reflected in the meeting minutes. Pam continued by saying that partners will need to respond to an electronic inquiry within 24-48 hours. Carrie noted that is similar to an individual applying for unemployment online. Pam stated in addition to unemployment insurance, TANF application can also be completed online.

8.1.1. Staff and program partners demonstrate they are knowledgeable about using and accessing assistive resources to meet the needs of all customers and comply with federal regulations. Pam

informed members that Miquel Calderon, DCEO EO Officer, attended an IL Workforce Partnership (LWIA State Director's Association) meeting and suggested that a statewide training on EO be conducted to include all partner agencies and workforce areas.

Accessibility and Infrastructure Criteria was then addressed. Initially, Pam said, the state wanted a completed and current certificate of evaluation for compliance that meets the ADA Standards for Accessible Design and Uniform Federal Accessibility Standards. They have revised that criteria, she said, to include monitoring documents. Jim suggested that the Center for Independent Living be contacted about accessibility monitoring. If deficiencies are found, he said, an action plan would need to be developed. However, members stated that if deficiencies are found, so much of revisions are out of their hands.

4. Center appearance and safety. Pam noted that the criteria states that the center and its furnishing are clean and in working order. Center staff maintain a professional and appropriate appearance. Center staff wear name badges identifying them as staff of the center (vs. staff of their respective agencies/programs). The center's exterior (building, landscaping, driveway and sidewalks, etc.) is clean and well-maintained. Members commented that the facilities are rented from the state and therefore the landlord is responsible for the upkeep of the interior/exterior of the building(s). Pam noted that this suggested evidence/indicator is from the State's Interagency Team.

4.3 One Stop Center signage, logos and marketing material reflect the state identifier "Illinois workNet and "American Job Center Network". Pam informed members that she talked with Kathy Day who will be working on signage.

In regards to Technology, Pam told members that is being moved to the state level to address the issue of available technology that is available for use.

In closing, Pam asked members to review the checklist that was provided and encouraged them to attend meetings and/or conference calls regarding this matter. She said that the local WIB will need to submit the form and transmittal letter to the State. Pam asked members to identify any section that will need some type of documentation and send it to her.

Other Business

Pam informed members that the Executive Committee met with Workforce Enterprise Services to put together a Request for Proposal to competitively procure a One Stop Operator for the One Stop Center. Pam stated that since there may be local partners that may be interested in serving as a One Stop Operator they were excused from the Executive Committee during that part of the discussion. Pam told members that Kevin Lindeman with North Central IL Council of Governments offered to conduct the Request for Proposal process. She noted that the Request for Proposals are due on March 6 to Kevin. Pam informed members that she did find out that the One Stop Operator will also be responsible for the Affiliate Center(s). Mary Ann noted that the Comprehensive Center in Kishwaukee Community College area is in North Aurora with the Affiliate Center in Dekalb. Ed stated that the closest Affiliate Center for the Savanna area would be in Sterling.

Public Comments

None

Adjournment

With there being no further business, Ed Bochniak motioned to adjourn. Motion was seconded by Jim Knauf and carried. Meeting adjourned at 11:08 a.m.

Jo Ann Johnson

**Youth Committee
Meeting Minutes
February 14, 2017**

The Youth Committee was called to order at 4:00 p.m. by Chair Teresa Strum. Roll call was taken.

Name	BEST, Inc. Fiscal Office, Dixon	NCI Works One Stop Center, Ottawa	Absent
Martha Anderson	X		
Tera Armstrong		X	
Jim Carlson		X	
Emlee Dooley	X		
Jill Guynn		X	
Sally Hanrahan	X		
Beth Hubbard	X		
Aurora Medina			X
Paula Rademacher	X		
Breanne Suarez		X	
Teresa Strum	X		

OTHERS PRESENT (Ottawa): Dianna Schuler

OTHERS PRESENT (Dixon): Pam Furlan, Jo Ann Johnson

Approval of Meeting Minutes

Sally Hanrahan motioned to approve the October 11, 2016 Meeting Minutes. Motion was seconded by Martha Anderson and carried.

Business Meeting

Update on Career Preparation/Life Skills Programs

Sally informed members that this year's Career Preparation/Life Skills Programs have two sites. One is at the Safe School in Peru and the other is at Thome School in Rock Falls. Sally told members that the program at the Safe School is going very well. She mentioned that new students are being brought in so some of the programs are being repeated. Sally told members that Aurora has agreed to conduct a presentation at the Safe School on Friday. She continued by saying that the teacher at the Safe School is very excited about the employer panel that is scheduled for April. The Safe School, Sally said, has asked that a military recruiter be invited to talk with the students as a possible career choice. In regards to the Thome School, Sally said the program is going well. In addition to information provided about

job search, Sally said, they requested staff to explore the opportunity for employers to provide the presentation. Sally told members that she has been inviting individuals from different industries to come in and talk to the students. Sally informed members that Teresa recruited an individual to make a presentation about health care later in the month.

Update on Current Youth Providers / Project Reach

Sally informed members that the Youth Providers and Project Reach updates were included with the meeting materials. She told members that the Bridge program offered at Streator High School are doing well. Sally said that the Education Outreach Program with the Regional Office of Education #47 has exceeded the overall number of new youth this year. She said that they are no longer taking new students from Lee or Whiteside Counties but will still take new students from Ogle County as they would like to fill the GED class in that county. Sally told members that students from Lee and Whiteside Counties are being referred to Adult Education at Sauk Valley Community College until July when spots will open back up. Sally then informed members that the Regional Work Study Program with LaSalle County Regional Office of Education have been working with students at the IVCC Ottawa Campus and IVCC Campus. She told members that they could tell by the numbers that the program is positively accepted. Sally then disseminated a copy of an article that was in the local newspaper regarding one of the students enrolled in the Regional Work Study Program. The Step Ahead Program operated by the Bureau County Regional Office of Education, Sally said is doing well. They will have new enrollees this month. The Project Reach program provide high school equivalency instruction to youth in Carroll and Jo Daviess Counties. This program, Sally said, is contracted through the Business Employment Skills Team, Inc. with a licensed teacher. Sally told members that the instructor has met her enrollment numbers and is waiting on completions. Overall, Sally said the program is doing well.

Work in the Real World Update

Sally informed members that the Work in the Real World event was held in November at Sauk Valley Community College. She told members that career information was shared with about 235 students. Sally said that about 40 employers were on hand and talked about a variety of careers. Overall, Sally said that evaluations were positive. The date for this year has been set with Sauk Valley Community College (November 17). Sally told members that Sauk Valley Community College has been very gracious to hosting the event and also provided pizza and cookies at no cost. However, due to a limited budget and classroom management, Sally said that the planning committee has been asked to reduce the number of attendees.

Sally noted that Jerry Binder (Assistant Director, Whiteside Area Career Center) received some favorable comments on the evaluation. Paula noted that the event in November 2017 will include some Building Trades programs. Sally commented that a representative from Jo Daviess Carroll County Career Technical Education Academy talked with students and is interested in replicating a Work in the Real World event in their area. Pam stated that it would be good to partner with the Career Technical Education Academy. Sally noted that she has offered to meet with them and discuss the benefits of the event.

WIOA Youth Career Pathways Grant

Pam reminded members that Business Employment Skills Team, Inc. applied for a Career Pathways Grant to cover the IL Valley Community College and Sauk Valley Community College areas, but was denied. DCEO, Pam said, released the Request for Proposal for the Career Pathways Grant but it had to be a regional effort. Pam told members that would include the Quad Cities area and they were not interested in applying for the grant. Prior to the release of the second RFP, Pam told members that some individuals got together and decided to run a similar program on our own. Pam told members that Business Employment Skills Team, Inc. is partnering with the Whiteside Area Career Center, Sauk Valley Adult Ed Department, IL Valley Community College Adult Ed Department and the LaSalle-Peru Area Career Center. To date, Pam said that there are 3-4 students at IL Valley Community College interested in the manufacturing bridge program.

Discussion was held about asking high school superintendents and/or guidance counselors to identify students who might be interested in pursuing a pathways program. Jim Carlson commented that Seneca High School would be interested. He encouraged staff to contact the local high school superintendents so that they can enable the process that works best for their individual schools. Paula stated that is similar to what Whiteside Area Career Center is doing with the multi-crafting program at Sauk Valley Community College. It was noted that April 28 the Whiteside Area Career Center will be hosting a Job Fair for students. Pam suggested that BEST, Inc. could coordinate with the effort to start a pilot program that would involve career center(s), guidance counselors, superintendents and employers for eligible students. Pam asked Sally to work with the Business Employment Skills Team, Inc. Youth Workgroup on this effort.

Paula informed members that Sauk Valley Community College will be hosting a Manufacturing Day on April 7. She told members that the students will tour 2 different businesses and then return to Sauk Valley Community College for lunch. Sally offered her assistance for that day if needed. Paula encouraged out-of-school youth to attend.

Youth Budget Update

Pam informed members that under WIOA, 20% of the youth funds must be spent on work-based learning activities. She noted that the 20% can include staff services and wages that are for work-based learning activities. Most of the time, Pam said, it would be wages for work experience, internship and if an older youth, OJT. Pam informed members that she would like to begin reporting the expenditure information to the Youth Committee as an informational item. Currently, the youth expenditure is 27.7%. The projected rate at the end of the Program Year, Pam said, is 25.6%. She told members that staff does not see any problem making these percentages.

PY 17 Request for Proposal (RFP)

Sally informed members that the Youth Request for Proposal will be released on March 16. Since the Youth Committee will not meet prior to due date of the Request for Proposals, she asked members if they would be interested in volunteering to read and rate the proposals. Teresa and Paula volunteered to read and rate the proposals.

Other Business

Teresa informed members of the impending nursing shortage in the United States. She noted that employers are scrambling and the need for nurses, both LPN and RN have increased. Teresa commented that the shortage is due to the increased demand as well as retirement of the current workforce. Part of the problem, Teresa said, is that nurses with a Master's Degree are being taken out of the work place and put into the classroom to train future nurses. Another issue is that the nursing programs only allow a limited number into the program. It was noted that Sauk Valley Community College is working on changing their nursing program curriculum.

Dianna Schuler informed members that Mary Katos, the Employer Relations Representative in Carroll and Jo Daviess Counties is coordinating a Summer Youth Job Fair with CTE. The event, Dianna said will be on March 16 at the CTE Office in Elizabeth. Dianna said that they are expecting 8-9 schools and 7 businesses from the hospitality and tourism sectors who are currently hiring will be in attendance taking applications.

Jill asked Pam if there was an opportunity for the Youth Committee to have any input into the upcoming Community Audit that NCI Works is doing. Pam responded by informing members that a consulting firm will be conducting a Community Audit-Unemployed Survey for LWIA #4 (Bureau, Carroll, Jo Daviess, LaSalle, Lee, Ogle, Putnam & Whiteside Counties). This study, Pam said, will look at the demographics of the local area and develop a comprehensive assessment of communities and counties. In addition to that information, they will also look at the percentage of the population that is underemployed. Pam told members that BEST, Inc. was informed that they did receive the funding for this project, but no contract has been initiated. Jill stated that the University of IL Extension is looking to develop some new programs and was interested in learning more about the information that is being gathered for the Community Audit. Pam said that she would email Jill with the information.

Pam then informed members of another grant that was received. She told members that a Process Mapping project was approved for funding. The goal of this project, Pam said, is to identify the programs and services that are available and enable all partnering agencies to work together for the benefit of that mutual customer.

Pam told members that she would keep members informed on the status of these two projects. She said that if anyone had any questions regarding these projects to send her an email.

Public Comments

None

Adjournment

With there being no further business, Emlee Dooley motioned to adjourn. Motion was seconded by Beth Hubbard and carried. Meeting adjourned at 4:55 p.m.

Jo Ann Johnson

**TARGETED POPULATION COMMITTEE
MEETING MINUTES
February 15, 2017**

The Targeted Population Committee Meeting was called to order at 4:00 p.m. by Co-Chair Carrie Folken. Roll call was taken.

NAME	PRESENT (IL Valley Community College)	PRESENT (Sterling)	ABSENT
Fidencio Campos		X	
Dan Fitzgerald	X		
Carrie Folken	X		
Vanessa Hoffeditz	X		
Rachelle May			X
Brandon Rumler		X	
Teresa Strum		X	
Clay Whelan			X

OTHERS PRESENT (IVCC): Pam Furlan, Jo Ann Johnson

OTHERS PRESENT (Sterling): Dianna Schuler

Approval of Meeting Minutes

Dan Fitzgerald motioned to approve the October 19, 2016 Meeting Minutes. Motion was seconded by Vanessa Hoffeditz and carried.

Business Meeting

Develop Response for Common Barriers

Pam referred members to the updated Matrix that was enclosed with the meeting materials. She informed members that the barriers for the targeted populations were listed so that commonalities could be identified. The next step, Pam suggested is to look at the population and design a response for the common barriers. As members discussed the barriers and commonalities identified they commented about repetition between the targeted populations. Vanessa suggested that some type of resource be developed to share for these individuals. Many times, she said, there is a lack of knowledge to engage with them. Dan agreed commenting that one of the hardest things for his staff to do is facilitating the development of relationships. Vanessa noted that developing relationships is difficult for the ex-offender population as well. Carrie responded by saying that each of the targeted populations identified struggle with developing relationships. Pam asked if hosting a hiring event for veterans, ex-offenders and individuals with disabilities with employers that were welcoming to that populations would be of benefit. Brandon said that if someone is interested in his facility he generally gives them a tour followed by a one or two trial work day with trained staff. By doing the trial work day allows

the individual to know if they are capable and/or comfortable doing the job. Brandon told members that he provides staff training so they know how to work with the disability population. Dan stated that his facility also does individualized staff training so they are familiar with each person that they serve. Vanessa commented that IL Dept. of Rehabilitation may have a resource for employers that outline the benefits of hiring an individual with disabilities. Members then discussed amongst themselves opportunities for hiring and training individuals with different types of disabilities. It was noted that although the discussion was mostly about individuals with disabilities, the technique of job carving and trial work days could very easily work for other targeted populations.

After discussion, Pam commented that this undertaking is going to be a huge endeavor. She asked members if they would be willing to serve on a task force or work group to develop a model program. She suggested that the group meet and set aside a good portion of the afternoon by inviting other partners to assist with this project. It was suggested that Department of Rehabilitation Services, Veteran Representatives and IL Department of Corrections be invited. The goal, Pam said would be to include members of the targeted population in a task force environment to develop a model fashioned after job carvings/job sharing. Dan commented that the first step would be educate the task force as little is known about the veterans and ex-offender population. Pam told members that she recently read an article in the Chicago Tribune about a Re-Entry Center and will send the information out to members. Vanessa said that she will contact an individual in Kewanee that may be of assistance. She also told members of an informational guide that is available online for ex-offenders and told members she would send them the information. Members agreed to be a part of the task force to develop a model that will assist the targeted populations identified entry into the workforce.

Fidencio asked if they would like to include Josh Miller on the task force. Pam commented that he would be welcome but noted that the meetings would be held during the day. Knowing that Josh works during the day, it may be difficult for him to attend. Fidencio commented that Goodwill hired ex-offenders and agreed to talk with their manager about serving on a task force. In closing, Pam said that she would get some information out to everyone so that a meeting can be scheduled for March.

Jobs for Felons / Felon Friendly Employers List Update

Dianna informed members that the BEST, Inc. Business Relations Representatives is asking companies they are working with about hiring a felon and their response is always that it depends on the felony. She noted that currently 3 businesses in Ottawa have indicated that they are second chance friendly. Dianna told members that job seekers are encouraged to check out Jobs For Felons website at www.exoffenders.net. She said that through this website the job seeker can do a nationwide search by defining parameters of job openings across the United States.

Other Business

It was noted that the next Targeted Population Committee meeting will be April 19, but members agreed to meet before then.

Carrie noted that Rachelle May and Clay Whelan were no longer able to attend the Targeted Population Committee meetings and were asked to be removed from the membership list.

Public Comments

None

Adjournment

With there being no further business, Vanessa Hoffeditz motioned to adjourn. Motion was seconded by Brandon Rumler and carried. Meeting adjourned at 5:00 p.m.

Jo Ann Johnson

Correspondence

From: Boyd Palmer [<mailto:b.palmer@ottawachamberillinois.com>]

Sent: Wednesday, March 08, 2017 2:45 PM

To: 'Dianna Schuler' <dianna_schuler@best-inc.org>

Cc: 'Dave Noble' <cityengineer@cityofottawa.org>

Subject: RE: Favor to ask

Dianna:

The Labor Market Demographic is an invaluable resource for those of us involved in Economic Development. We use this information when responding to a number of “request for information” such as: Grants, State Site Searches, Realtors, Retail, Disaster etc. Though you would think all would seek the same information, this is not the case. Having the very detailed breakdown in the Labor Market Demographic allows us to respond to specific Labor Market Demographic questions quickly and accurately.

Boyd Palmer
Executive Director
Ottawa Area Chamber of Commerce & Industry

BUSINESS EMPLOYMENT SKILLS TEAM LWA#04

PY16

A	B		C		D		E		F		G		H		I		J		K	
	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Planned	TOTAL	Percent of	YTD		YTD Percent		PY16 YEAR TO DATE							
	ADMINISTRATIVE	PROGRAM	WIB	DIRECT CUSTOMER	TRAINING COSTS	Carry Forward	PY16	Total	EXPENDITURES	of Budget	TOTAL PROJECTED									
OVERHEAD COSTS	OVERHEAD COSTS	OVERHEAD COSTS	TRAINING COSTS	TRAINING COSTS	Carry Forward	BUDGET	Budget	31-Dec-16	Expensed	FUNDS OBLIGATED										
Wages	194,000.00	788,622.00	31,958.00				1,014,580.00	20.18%	520,079.82	51.26%	1,014,580.00									
Benefits	53,900.00	261,950.00	9,706.00				325,556.00	6.47%	166,839.02	51.25%	325,556.00									
Travel	4,000.00	40,000.00	3,000.00				47,000.00	0.93%	20,312.87	43.22%	47,000.00									
Conf/Meeting Expense	5,000.00	22,000.00	11,835.00				38,835.00	0.77%	23,277.09	59.94%	38,835.00									
Facility Rental/Utilities/Moving Ex	18,000.00	82,000.00	1,800.00				101,800.00	2.02%	55,261.32	54.28%	101,800.00									
Meeting Expnses/Awards Banq	0.00	0.00	3,000.00				3,000.00	0.06%	614.92	20.50%	3,000.00									
Liability/Umbrella Ins/Property	2,300.00	11,365.00	1,700.00				15,365.00	0.31%	0.00	0.00%	15,365.00									
Contractual Services	6,000.00	16,551.00					22,551.00	0.45%	6,810.25	30.20%	22,551.00									
Other Supplies	5,000.00	13,800.00	200.00				19,000.00	0.38%	5,098.12	26.83%	19,000.00									
Printing	2,000.00	11,218.00					13,218.00	0.26%	1,689.00	12.78%	13,218.00									
Postage	4,400.00	5,100.00					9,500.00	0.19%	2,807.70	29.55%	9,500.00									
Telephone/Internet Service	5,000.00	36,500.00	500.00				42,000.00	0.84%	19,340.75	46.05%	42,000.00									
Equipment/Software	0.00	-0.06					-0.06	0.00%	-0.06	100%	-0.06									
Equipment Maint/Rental	2,400.00	14,330.00					16,730.00	0.33%	7,095.48	42.41%	16,730.00									
Outreach	1,200.00	5,315.00	500.00				7,015.00	0.14%	2,322.19	33.10%	7,015.00									
Dues,Journals,Subscriptions	3,400.00	12,239.00	2,168.00				17,807.00	0.35%	5,876.83	33.00%	17,807.00									
Audit/Monitoring	16,000.00	0.00					16,000.00	0.32%	12,500.00	78.13%	16,000.00									
Miscellaneous Expense	600.00	6,400.00					7,000.00	0.14%	1,632.96	23.33%	7,000.00									
Vocational Training (ITA) TRADE				363,885.94			363,885.94	7.24%	116,300.65	31.96%	349,196.89									
On-the-Job Training TRADE				1,975.10			1,975.10	0.04%	1,975.10	100.00%	1,975.10									
Support Service - TRADE				90,997.57			90,997.57	1.81%	43,736.98	48.06%	90,997.57									
DW Vocational Training - ITA				266,415.37			266,415.37	5.30%	150,199.35	56.38%	247,444.10									
DW On-the-Job Training				166,240.22			166,240.22	3.31%	87,025.08	52.35%	141,137.13									
DW Work Experience				91,552.91			91,552.91	1.82%	55,722.22	60.86%	90,971.22									
Adult Vocational Training - ITA				520,869.41			520,869.41	10.36%	241,906.46	46.44%	504,994.34									
Adult On-the-Job Training				39,514.00			39,514.00	0.79%	9,261.26	23.44%	10,625.32									
Adult Work Experience				111,216.67			111,216.67	2.21%	45,037.10	40.49%	64,115.10									
Training-Youth Serv Providers				342,925.31			342,925.31	6.82%	150,783.47	43.97%	341,212.33									
Youth OJT				2,000.00			2,000.00	0.04%	0.00	0.00%	0.00									
Youth Work Experience				248,545.81			248,545.81	4.94%	80,093.05	32.22%	141,846.65									
Youth ITA				43,243.40			43,243.40	0.86%	13,085.27	30.26%	33,578.47									
Youth Occupational Skills Training				0.00			0.00	0.18%	0.00	#DIV/0!	0.00									
Youth Academic Stipend/Incentive				16,190.00			16,190.00	0.32%	8,030.00	49.60%	10,953.80									
Support Service - Youth/Adult/DW				260,773.11			260,773.11	5.19%	147,850.33	56.70%	248,996.45									
Planned Carry Forward*				0.00		629,923.39	629,923.39	12.53%	0.00	0.00%	0.00									
Transitional Jobs Adult/DW				9,000.00			9,000.00	0.00%	0.00	0.00%	0.00									
DW Incumbent Worker				60,680.00			60,680.00	1.21%	5,320.00	8.77%	45,167.86									
Pipeline Incumbent Worker				0.00			0.00	0.00%	0.00	0.00%	0.00									
SYEP (Youth) Work Experience				45,481.60			45,481.60	0.90%	43,360.02	95.34%	43,360.02									
TOTAL LWIA 04 EXPENSES	323,200.00	1,327,389.94	66,367.00	2,681,506.42	629,923.39	5,028,386.75	100%	2,051,244.60	40.79%	4,083,529.29										

Total Grant Expenditure Rate 40.8%
Total WIOA Funds Obligated 78.0%

GRANT INCOME	PY16
WIOA Adult	1,362,839.04
WIOA Youth	1,128,986.96
WIOA Dislocated Worker	1,228,530.22
WIOA 2% Transition Funding	0.00
WIOA Admin	572,494.04
TAA Admin/RR 1E Admin/Pipeline A	24,633.86
SYEP (Youth)	0.00
TRADE C.M. Staffing	195,340.00
TRADE TRAINING	456,858.61
Rapid Response 1E	0.00
PIPELINE INCUMBENT	43,360.02
INCENTIVE FUNDS	15,344.00
Total Grant Income	5,028,386.75

Planned PY16	
Program Service Costs	1,327,389.94
Administrative Expenses	323,200.00
WIB Expenses	66,367.00
Direct Customer Trng Expenses	2,681,506.42
Total Budgeted Expenditures	4,398,463.36
Planned Carry Forward	629,923.39
Total Grant Expen/Carry Forwar	5,028,386.75

	YTD	PROJECTED
MINIMUM REQUIRED DIRECT TRNG EXPEND RATIO = 40%	12/31/16	06/30/17
MINIMUM REQUIRED YOUTH WIB EXPEND RATIO = 25%		
WIOA YTD PROJECTED ADULT DIRECT TRNG EXPEND/OBLIG RATIO	68.9%	69.4%
WIOA YTD PROJECTED DW DIRECT TRNG EXPEND/OBLIG RATIO	61.3%	51.1%
WIOA YTD YOUTH WORK BASED LEARNING PERCENTAGE RATIO	27.7%	25.6%

GRANT FUNDS REMAINING AFTER 10% CARRY FORWARD, PY16 OVERHEAD COSTS, & PROJECTED OBLIG HAVE BEEN DEDUCTED
 GRANT FUNDS REMAINING AFTER 12% CARRY FORWARD, PY16 OVERHEAD COSTS, & PROJECTED OBLIG HAVE BEEN DEDUCTED
 GRANT FUNDS REMAINING AFTER 10% CARRY FORWARD, PY16 OVERHEAD COSTS, & PROJECTED OBLIG HAVE BEEN DEDUCTED

TOTAL ADULT \$ 108,664.70
 TOTAL DW \$ 56,818.05
 TOTAL YOUTH \$ 155,433.00

THRU 06/30/17
 PY 16 ADULT EXPENDITURE RATE 70%
 PY 16 DW EXPENDITURE RATE 77%
 PY 16 YOUTH EXPENDITURE RATE 70%

\$270,000 transfer from DW to Adult is included in Available Balance

320,915.75

BUSINESS EMPLOYMENT SKILLS TEAM LWIA04

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<u>W.I.A Grant Number 15-681004</u>	Balance Forward	Actual Expenditures	Actual Balance	Total Proj Expenditures 6/30/2017	Projected Balance
Total Administration Costs	267,699.04	177,940.65	89,758.39	267,699.04	0.00
Total Adult Program Costs	346,046.04	343,563.19	2,482.85	346,046.04	0.00
Total Dislocated Program Costs	261,954.22	258,468.78	3,485.44	261,954.22	0.00
Total Youth Program Costs	369,187.96	332,069.07	37,118.89	369,187.96	0.00
Total Grant WIA #15-681004	\$ 1,244,887.26	\$ 1,112,041.69	\$ 132,845.57	\$ 1,244,887.26	\$ (0.00)

MOD PENDING					
<u>W.I.A Grant Number 16-681004</u>	Budget	Actual Expenditures	Actual Balance	Total Proj Expenditures 6/30/2017	Projected Balance
Total Administration Costs	304,795.00	105.00	304,690.00	114,190.86	190,604.14
Total Adult Program Costs	1,016,793.00	219,594.97	797,198.03	714,937.63	301,855.37
Total Dislocated Program Costs	966,576.00	306,365.65	660,210.35	745,440.03	221,135.97
Total Youth Program Costs	759,799.00	96,599.11	663,199.89	528,386.10	231,412.90
Total WIOA 2% Transitional Funds	0.00	0.00	0.00	0.00	0.00
Total Grant WIA #16-681004	\$ 3,047,963.00	\$ 622,664.73	\$ 2,425,298.27	\$ 2,102,954.62	\$ 945,008.38

PY14-661004 CLOSED					
TRADE					
<u>PY14-661004</u>	Budget	Actual Expenditures	Actual Balance	Total Proj Expenditures 9/30/2016	Projected Balance
Total Payment Processing	10,393.28	10,393.28	0.00	10,393.28	0.00
Total Direct Training	127,465.99	127,465.99	0.00	127,465.99	0.00
Total Trade Grant PY14-661004	\$ 137,859.27	\$ 137,859.27	\$ 0.00	\$ 137,859.27	\$ 0.00

PIPELINE GRANT CLOSED					
PY14-654041					
<u>PY14-654041</u>	Budget	Actual Expenditures	Actual Balance	Total Proj Expenditures 8/31/2016	Projected Balance
TOTAL ADMIN	1,782.58	1,782.58	0.00	1,782.58	0.00
TOTAL PROGRAM OVERHEAD	0.00	0.00	0.00	0.00	0.00
Total Direct Training	43,360.02	43,360.02	0.00	43,360.02	0.00
TOTAL PIPELINE GRANT	\$ 45,142.60	\$ 45,142.60	\$ -	\$ 45,142.60	\$ -

PY15-653004					
<u>PY15-653004</u>	Budget	Actual Expenditures	Actual Balance	Total Proj Expenditures 6/30/2017	Projected Balance
CASE MANAGEMENT	73,779.00	0.00	73,779.00	78,532.27	-4,753.27
TOTAL CM PY15-653004	\$ 73,779.00	\$ -	\$ 73,779.00	\$ 78,532.27	\$ (4,753.27)

GRANT PENDING					
TRADE					
<u>PY15-661004</u>	Balance Forward	Actual Expenditures	Actual Balance	Total Proj Expenditures 9/30/2017	Projected Balance
Total Payment Processing	12,458.00	5,100.70	7,357.30	22,564.94	-10,106.94
Total Direct Training	329,392.62	34,546.74	294,845.88	314,703.57	14,689.05
TOTAL TRADE PY15-661004	\$ 341,850.62	\$ 39,647.44	\$ 302,203.18	\$ 337,268.51	\$ 4,582.11

PY14-632004					
<u>PY14-632004</u>	Budget	Actual Expenditures	Actual Balance	Projected Obligations 6/30/2017	Projected Balance
Incentive	\$ 15,344.00	\$ -	\$ 15,344.00	\$ -	\$ 15,344.00
Adult - Staff Wages	\$ -	\$ -	\$ -	\$ 15,344.00	\$ (15,344.00)
TOTAL Incentive PY14-632004	\$ 15,344.00	\$ -	\$ 15,344.00	\$ 15,344.00	\$ -

PY14-653004					
<u>PY14-653004</u>	Budget	Actual Expenditures	Actual Balance	Projected Obligations	Projected Balance
Incentive	\$ 15,344.00	\$ -	\$ 15,344.00	\$ -	\$ 15,344.00
Adult - Staff Wages	\$ -	\$ -	\$ -	\$ 15,344.00	\$ (15,344.00)
TOTAL Incentive PY14-653004	\$ 15,344.00	\$ -	\$ 15,344.00	\$ 15,344.00	\$ -

	Balance Forward	Expenditures	Balance	6/30/2017	Balance
CASE MANAGEMENT	121,561.00	93,888.87	27,672.13	121,540.76	20.24
TOTAL CM PY14-653004	\$ 121,561.00	\$ 93,888.87	\$ 27,672.13	\$ 121,540.76	\$ 20.24
Grand Total - LWA #04	\$ 5,028,386.75	\$ 2,051,244.60	\$ 2,977,142.15	\$ 4,083,529.29	\$ 944,857.46

WIB BUDGET 07/01/16-06/30/17

	Budget	TOTAL YTD EXPEND 12/31/16	Actual Balance
WIB Staffing provided by BEST, INC. WAGES	31,958.00	17,922.03	14,035.97
WIB Staffing provided by BEST, INC. BENEFITS	9,707.00	5,046.24	4,660.76
WIB Related Travel Expenses	3,000.00	2,000.74	999.26
Conference Expenses -Regis.,Meals,Lodging,Airfar	11,835.00	5,313.96	6,521.04
Awards Banquet	2,000.00	508.70	1,491.30
Employers Conference Meeting Expense	500.00	0.00	500.00
Facility Rental/Utilities	1,800.00	779.91	1,020.09
Meeting Expenses	500.00	106.22	393.78
General Liability Insurance (D&O)	1,700.00	0.00	1,700.00
Other Supplies	200.00	77.96	122.04
Telephone/Internet	500.00	162.01	337.99
Outreach	500.00	72.00	428.00
Dues (NAWB & NWA)GotoCitrixNMeeting	2,168.00	1,700.00	468.00
		0.00	0.00
TOTAL WIB	66,368.00	33,689.77	32,678.23

WIB staffing services provided by BEST, INC.employees on behalf of NCIWORKS.

BUSINESS EMPLOYMENT SKILLS TEAM LWA#04

PY16

A	B	C	D	E	F	G	H	I	J	K
	Budgeted	Budgeted	Budgeted	Budgeted		TOTAL	Percent of	YTD	YTD Percent	PY16 YEAR TO DATE
	ADMINISTRATIVE	PROGRAM	WIB	DIRECT CUSTOMER	Planned	PY16	Total	EXPENDITURES	of Budget	TOTAL PROJECTED
OVERHEAD COSTS	OVERHEAD COSTS	OVERHEAD COSTS	TRAINING COSTS	Carry Forward	BUDGET	Budget	31-Jan-17	Expensed	FUNDS OBLIGATED	
Wages	194,000.00	788,622.00	31,958.00			1,014,580.00	19.80%	594,783.82	58.62%	1,014,580.00
Benefits	53,900.00	261,950.00	9,706.00			325,556.00	6.35%	196,904.29	60.48%	325,556.00
Travel	4,000.00	40,000.00	3,000.00			47,000.00	0.92%	23,388.42	49.76%	47,000.00
Staff Conf/Meeting Expense	5,000.00	22,000.00	11,835.00			38,835.00	0.76%	25,411.82	65.44%	38,835.00
Facility Rental/Utilities/Moving Ex	18,000.00	82,000.00	1,800.00			101,800.00	1.99%	63,040.68	61.93%	101,800.00
Meeting Expenses/Awards Banq	1,000.00	0.00	3,000.00			4,000.00	0.08%	1,075.68	26.89%	4,000.00
Liability/Umbrella Ins/Property	2,300.00	11,365.00	1,700.00			15,365.00	0.30%	0.00	0.00%	15,365.00
Contractual Services	6,000.00	102,351.00				108,351.00	2.11%	7,862.75	7.26%	108,351.00
Other Supplies	5,000.00	18,800.00	200.00			24,000.00	0.47%	6,266.20	26.11%	24,000.00
Printing	2,000.00	11,218.00				13,218.00	0.26%	3,287.24	24.87%	13,218.00
Postage	4,400.00	5,100.00				9,500.00	0.19%	3,321.19	34.96%	9,500.00
Telephone/Internet Service	5,000.00	36,500.00	500.00			42,000.00	0.82%	22,883.32	54.48%	42,000.00
Equipment/Software	0.00	-0.06				-0.06	0.00%	-0.06	100%	-0.06
Equipment Maint/Rental	2,400.00	14,330.00				16,730.00	0.33%	8,339.39	49.85%	16,730.00
Outreach	1,200.00	5,315.00	500.00			7,015.00	0.14%	2,854.19	40.69%	7,015.00
Dues, Journals, Subscriptions	3,400.00	12,239.00	2,168.00			17,807.00	0.35%	6,749.17	37.90%	17,807.00
Audit/Monitoring	16,500.00	0.00				16,500.00	0.32%	16,225.00	98.33%	16,108.75
Miscellaneous Expense	600.00	11,400.00				12,000.00	0.23%	1,779.56	14.83%	9,500.00
Vocational Training (ITA) TRADE				363,885.94		363,885.94	7.10%	123,235.30	33.87%	349,196.89
On-the-Job Training TRADE				1,975.10		1,975.10	0.04%	1,975.10	100.00%	1,975.10
Support Service - TRADE				90,997.57		90,997.57	1.78%	49,319.06	54.20%	90,997.57
DW Vocational Training - ITA				266,415.37		266,415.37	5.20%	167,649.19	62.93%	247,531.20
DW On-the-Job Training				166,240.22		166,240.22	3.24%	100,299.07	60.33%	139,399.04
DW Work Experience				91,552.91		91,552.91	1.79%	64,532.10	70.49%	90,971.22
Adult Vocational Training - ITA				520,869.41		520,869.41	10.17%	263,033.60	50.50%	506,932.64
Adult On-the-Job Training				39,514.00		39,514.00	0.77%	10,625.32	26.89%	23,843.56
Adult Work Experience				111,216.67		111,216.67	2.17%	51,651.18	46.44%	64,115.10
Training-Youth Serv Providers				342,925.31		342,925.31	6.69%	187,319.51	54.62%	336,263.71
Youth OJT				2,000.00		2,000.00	0.04%	0.00	0.00%	0.00
Youth Work Experience				248,545.81		248,545.81	4.85%	91,724.49	36.93%	145,701.69
Youth ITA				43,243.40		43,243.40	0.84%	13,778.52	31.86%	37,991.67
Youth Occupational Skills Training				0.00		0.00	0.18%	0.00	#DIV/0!	0.00
Youth Academic Stipend/Incentive				16,190.00		16,190.00	0.32%	9,850.00	60.84%	12,373.80
Support Service - Youth/Adult/DW				260,773.11		260,773.11	5.09%	166,564.37	63.87%	250,605.75
Planned Carry Forward*				0.00	627,771.39	627,771.39	12.25%	0.00	0.00%	0.00
Transitional Jobs Adult/DW				9,000.00		9,000.00	0.00%	0.00	0.00%	0.00
DW Incumbent Worker				60,680.00		60,680.00	1.18%	5,320.00	8.77%	45,167.86
Pipeline Incumbent Worker				0.00		0.00	0.00%	0.00	0.00%	0.00
SYEP (Youth) Work Experience				45,481.60		45,481.60	0.89%	43,360.02	95.34%	43,360.02
SYEP (Youth) Work Experience				0.00		0.00	0.00%	0.00	0.00%	0.00
TOTAL LWIA 04 EXPENSES	324,700.00	1,423,189.94	66,367.00	2,631,506.42	627,771.39	5,123,534.75	100%	2,334,409.49	45.56%	4,197,792.51

Total Grant Expenditure Rate 45.6%
Total WIOA Funds Obligated 78.8%

GRANT INCOME	PY16
WIOA Adult	1,362,839.04
WIOA Youth	1,128,986.96
WIOA Dislocated Worker	1,228,530.22
WIOA 2% Transition Funding	0.00
WIOA Admin	572,494.04
TAA Admin/RR 1E Admin/Pipeline A	24,633.86
SECTOR PART. NEG	95,148.00
TRADE C.M. Staffing	195,340.00
TRADE TRAINING	456,858.61
Rapid Response 1E	0.00
PIPELINE INCUMBENT	43,360.02
INCENTIVE FUNDS	15,344.00
Total Grant Income	5,123,534.75

Planned PY16	
Program Service Costs	1,423,189.94
Administrative Expenses	324,700.00
WIB Expenses	66,367.00
Direct Customer Trng Expenses	2,631,506.42
Total Budgeted Expenditures	4,495,763.36
Planned Carry Forward	627,771.39
Total Grant Expen/Carry Forwar	5,123,534.75

	YTD	PROJECTED
MINIMUM REQUIRED DIRECT TRNG EXPEND RATIO = 40%	12/31/16	06/30/17
MINIMUM REQUIRED YOUTH WIB EXPEND RATIO = 20%		
WIOA YTD PROJECTED ADULT DIRECT TRNG EXPEND/OBLIG RATIO	68.0%	89.5%
WIOA YTD PROJECTED DW DIRECT TRNG EXPEND/OBLIG RATIO	61.0%	50.9%
WIOA YTD YOUTH WORK BASED LEARNING PERCENTAGE RATIO	27.3%	26.2%

GRANT FUNDS REMAINING AFTER 20% CARRY FORWARD, PY16 OVERHEAD COSTS, & PROJECTED OBLIG HAVE BEEN DEDUCTED
 GRANT FUNDS REMAINING AFTER 20% CARRY FORWARD, PY16 OVERHEAD COSTS, & PROJECTED OBLIG HAVE BEEN DEDUCTED
 GRANT FUNDS REMAINING AFTER 20% CARRY FORWARD, PY16 OVERHEAD COSTS, & PROJECTED OBLIG HAVE BEEN DEDUCTED

TOTAL ADULT \$ 75,805.23
 TOTAL DW \$ 27,619.91
 TOTAL YOUTH \$ 75,686.69

THRU 06/30/17
 PY 16 ADULT EXPENDITURE RATE 73%
 PY 16 DW EXPENDITURE RATE 78%
 PY 16 YOUTH EXPENDITURE RATE 70%

CARRY FORWARD PROJECTED AT 20% PREVIOUS PROJECTIONS WERE BASED ON INCREASED GRANT FUNDING 1ST QUARTER.

179,111.83

BUSINESS EMPLOYMENT SKILLS TEAM LWIA04

JAN, 2017

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<u>W.I.A Grant Number 15-681004</u>	Balance Forward	Actual Expenditures	Actual Balance	Total Proj Expenditures 6/30/2017	Projected Balance
Total Administration Costs	267,699.04	209,476.92	58,222.12	267,699.04	0.00
Total Adult Program Costs	346,046.04	344,298.19	1,747.85	344,298.19	1,747.85
Total Dislocated Program Costs	261,954.22	258,468.78	3,485.44	258,468.78	3,485.44
Total Youth Program Costs	369,187.96	366,372.78	2,815.18	366,372.78	2,815.18
Total Grant WIA #15-681004	\$ 1,244,887.26	\$ 1,178,616.67	\$ 66,270.59	\$ 1,236,838.79	\$ 8,048.47

MOD PENDING					
<u>W.I.A Grant Number 16-681004</u>	Budget	Actual Expenditures	Actual Balance	Total Proj Expenditures 6/30/2017	Projected Balance
Total Administration Costs	304,795.00	105.00	304,690.00	121,599.57	183,195.43
Total Adult Program Costs	1,016,793.00	285,664.13	731,128.87	739,377.02	277,415.98
Total Dislocated Program Costs	966,576.00	382,087.89	584,488.11	749,126.33	217,449.67
Total Youth Program Costs	759,799.00	143,985.85	615,813.15	534,967.69	224,831.31
Total WIOA 2% Transitional Funds	0.00	0.00	0.00	0.00	0.00
Total Grant WIA #16-681004	\$ 3,047,963.00	\$ 811,842.87	\$ 2,236,120.13	\$ 2,145,070.61	\$ 902,892.39

PY14-661004 CLOSED					
PY14-661004					
<u>TRADE</u>	Budget	Actual Expenditures	Actual Balance	Total Proj Expenditures 9/30/2016	Projected Balance
Total Payment Processing	10,393.28	10,393.28	0.00	10,393.28	0.00
Total Direct Training	127,465.99	127,465.99	0.00	127,465.99	0.00
Total Trade Grant PY14-661004	\$ 137,859.27	\$ 137,859.27	\$ 0.00	\$ 137,859.27	\$ 0.00

PIPELINE GRANT CLOSED					
PY14-654041					
	Budget	Actual Expenditures	Actual Balance	Total Proj Expenditures 8/31/2016	Projected Balance
TOTAL ADMIN	1,782.58	1,782.58	0.00	1,782.58	0.00
TOTAL PROGRAM OVERHEAD	0.00	0.00	0.00	0.00	0.00
Total Direct Training	43,360.02	43,360.02	0.00	43,360.02	0.00
TOTAL PIPELINE GRANT	\$ 45,142.60	\$ 45,142.60	\$ -	\$ 45,142.60	\$ -

PY15-653004					
	Budget	Actual Expenditures	Actual Balance	Total Proj Expenditures 6/30/2017	Projected Balance
CASE MANAGEMENT	73,779.00	0.00	73,779.00	73,779.00	0.00
TOTAL CM PY15-653004	\$ 73,779.00	\$ -	\$ 73,779.00	\$ 73,779.00	\$ (0.00)

SPNEG16-BEST-07					
SECTOR PARTNERSHIP NEG					
	Budget	Actual Expenditures	Actual Balance	Projected Obligations 6/30/2017	Projected Balance
PROGRAM NEG	95,148.00	0.00	95,148.00	95,148.00	0.00
TOTAL NEG SPNEG16-BEST-07	\$ 95,148.00	\$ -	\$ 95,148.00	\$ 95,148.00	\$ -

GRANT PENDING					
TRADE					
<u>PY15-661004</u>	Balance Forward	Actual Expenditures	Actual Balance	Total Proj Expenditures 9/30/2017	Projected Balance
Total Payment Processing	12,458.00	5,799.03	6,658.97	12,345.67	112.33
Total Direct Training	329,392.62	47,063.47	282,329.15	314,703.57	14,689.05
TOTAL TRADE PY15-661004	\$ 341,850.62	\$ 52,862.50	\$ 288,988.12	\$ 327,049.24	\$ 14,801.38

<u>PY14-632004</u>	Budget	Actual Expenditures	Actual Balance	Projected Obligations 6/30/2017	Projected Balance
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Incentive	\$ 15,344.00	\$	-	\$	15,344.00	\$	-	\$	15,344.00
Adul/DW - Staff Wages	\$ -	\$	-	\$	-	\$	15,344.00	\$	(15,344.00)
TOTAL Incentive PY14-632004	\$ 15,344.00	\$	-	\$	15,344.00	\$	15,344.00	\$	-

	Balance Forward	Actual Expenditures	Actual Balance	Projected Obligations 6/30/2017	Projected Balance
<u>PY14-653004</u>					
CASE MANAGEMENT	121,561.00	108,085.58	13,475.42	121,561.00	0.00
TOTAL CM PY14-653004	\$ 121,561.00	\$ 108,085.58	\$ 13,475.42	\$ 121,561.00	\$ (0.00)
Grand Total - LWA #04	\$ 5,123,534.75	\$ 2,334,409.49	\$ 2,789,125.26	\$ 4,197,792.51	\$ 925,742.24

WIB BUDGET 07/01/16-06/30/17

	Budget	TOTAL YTD EXPEND 01/31/17	Actual Balance
WIB Staffing provided by BEST, INC. WAGES	31,958.00	20,208.93	11,749.07
WIB Staffing provided by BEST, INC. BENEFITS	9,707.00	6,041.07	3,665.93
WIB Related Travel Expenses	3,000.00	2,234.54	765.46
Conference Expenses -Regis.,Meals,Lodging,Airfar	11,835.00	5,748.96	6,086.04
Awards Banquet	2,000.00	508.70	1,491.30
Employers Conference Meeting Expense	500.00	0.00	500.00
Facility Rental/Utilities/Equip Main	1,800.00	951.18	848.82
Postage	0.00	85.50	(85.50)
Printing	0.00	274.18	(274.18)
Meeting Expenses	500.00	106.22	393.78
General Liability Insurance (D&O)	1,700.00	0.00	1,700.00
Other Supplies	200.00	77.96	122.04
Telephone/Internet	500.00	199.66	300.34
Outreach	500.00	72.00	428.00
Dues (NAWB & NWA)GotoCitrixNMeeting	2,168.00	1,809.09	358.91
		0.00	0.00
TOTAL WIB	66,368.00	38,317.99	28,050.01

WIB staffing services provided by BEST, INC.employees on behalf of NCIWORKS.

**Program Year 2016
July 1, 2016 – Current**

Informational Performance Data

	Adults	Dislocated Workers	Youth
Exits	56	63	9
Credentials	84%	69%	77%

Note: PY 16 starts the new WIOA measures. Data for second quarter and fourth quarter after exit employment information will not be accessible until early May due to data lag from IL Dept. of Employment Security Wage Records.

NCI Works! PROCUREMENT POLICIES

GENERAL POLICY

All procurement transactions by or on behalf of Northwest Central Illinois Works, herein after referred to as NCI Works, shall be conducted in a manner that provides the maximum extent possible, for open and free competition. Policies and procedures governing procurement shall ensure that goods and services are obtained in an effective and efficient manner, consistent with the provision of applicable federal, state, and local laws, rules and **Uniform Guidance** regulations at 20 CFR 678.605(d).

CODE OF CONDUCT

This code of conduct is intended to set forth certain standards governing conflicts of interests by NCI Works officers, board members, affiliate partner agencies, employees should the board ever hire any such individuals, or authorized agents of NCI Works engaged in the award and administration of contracts supported by federal funds. These standards are designed to protect these individuals from accusations and/or implications of official misconduct, unethical behavior and conflict of interest, either real or perceived. NCI Works will maintain compliance with WIOA Joint Final Rules 678.600(e), including all subsections, and Uniform Guidance 2 CFR 200.318 – 326.

Except as otherwise permitted or provided by federal, state, or local laws, rules and regulations, the following provisions shall apply:

No NCI Works officer, board member, affiliate partner agency, employee should the board ever hire any such individual, or authorized agents of NCI Works may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity

Prior to a discussion, vote, or decision on any matter before a Board, if a member, or a person in the immediate family of such member, has a substantial interest or relationship to a business entity, organization or property that would be monetarily affected as the result of any official Board action, that member shall disclose the nature and extent of the interest or relationship and shall abstain from voting on or in any other way participating in the decisions of the matter. All such abstentions shall be recorded in the minutes of the Board meeting.

Substantial interest is defined as any person who owns 10% or more of the voting stock, owns 10% or more or owns \$5,000 or more, of the fair market value of a business; or if funds received by the person from the business exceed 10% of the person's gross income from the previous year; or if the Board member is related to a person in the first degree of affinity or consanguinity who has a substantial interest as defined.

NCI Works officers, board members, affiliate partner agencies, employees should the board ever hire any such individuals, or authorized agents of NCI Works will be provided with a Code of Conduct/Compliance pamphlet upon appointment to the board, or hired or otherwise engage by the board. Furthermore, s/he attests to the following on the Appointment/Re-Appointment Form required by the State of Illinois: that s/he will publicly disclose any conflict of interest whether real or apparent prior to discussion on a matter regarding provision of services by him/herself or an entity that s/he represents, or that would provide direct financial benefit to him/herself or a member of his/her immediate family, and that s/he shall abstain from voting on such matters.

The written standards of conduct includes a description of the use of firewalls to mitigate conflict of interest in circumstances including, but not limited to, situations where an entity acts in more than one role in the one-stop delivery system or performs more than one function in the procurement process, as well as situations where the non-Federal entity uses a sole source selection.

PROCUREMENT AUTHORITY/DELEGATION OF RESPONSIBILITY

The Executive Director of Programs/LWDB has the authority to approve single purchases up to \$3,000 following this procurement and purchasing policy, with notification to NCI Works at the next regularly-scheduled meeting, and providing this purchase is included in the Board's approved budget. Notification shall include the amount of the purchase, and the documented results of the procurement process. Any single purchase over \$3,000 must be approved by the NCI Works in advance, and in accordance with these procurement policies and procedures. The Executive Director of Programs/LWDB is authorized to sign all contract transactions, unless otherwise required by federal or state authority.

MAINTENANCE OF A BIDDER'S LIST

A "bidder's list", containing the names and addresses of potential service providers that have made a written request to be placed on such a list, shall be maintained.

Solicitation invitations and Requests for Proposal packages shall be sent to all potential service providers on the bidder's list, as appropriate, according to the type of goods and services being sought.

Every effort will be made to utilize small business and women and minority-owned sources of goods and services.

Information contained in the proposals submitted by offerors/bidders is maintained in a manner that is confidential, to avoid the use of the information to another offeror/bidder's advantage and to prevent collusive bidding.

COMPETITION

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

METHODS OF PROCUREMENT

The entire procurement process must be performed under a process that promotes transparency and responsibility from the planning phase to the closeout phase.

Procurement shall be made by one of the following methods described below:

Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (Per §200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable. The threshold for micro-purchases is \$3,000.

Procurement by small purchases, consultant or professional services - Relates to the procurement of services, supplies, or equipment (which are exempt from other procurement requirements) costing in the aggregate of \$25,000 or less.

- a. Purchases under \$500.00 do not require quotes from vendors.
- b. Purchases between \$500 and \$1000 require three oral quotes to be documented on a request for quote form. If three vendors are not available, this should be documented. A Purchase Order is required on equipment purchases of \$500.00 or more.
- c. Purchases for equipment and services over \$1000 will require three written quotes unless sole source justification is provided. Equipment over \$5000 must have prior DCEO approval. Items that are available as a result of federal, state or local government procurement procedures can be purchased without three quotes.
- d. For services over \$25,000, a Request for Proposal is required. Items that are available as a result of federal, state or local government bidding procedures can be purchased without three bids.

A Small Procurement Solicitation Form must be completed for small purchases/procurement. The form requires listing the material, goods or services; quantity; names of vendors; date contacted; person spoken to; price quote; explanation of service and notification method & date of acceptance or refusal; vendor selected and reason for selection. Final cost must be reasonable and necessary. Selection is not necessarily based on final cost alone. The quality of goods and services is also taken into consideration and also what a prudent person would purchase under similar circumstances. The Solicitation Form also requires the signature of procurer and Director along with the date.

Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in (1) below apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

- (i) A complete, adequate, and realistic specification or purchase description is available;
- (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

- (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
- (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (v) Any or all bids may be rejected if there is a sound documented reason.

Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. Invitations for the solicitation of proposal, with complete Request for Proposal (RFP) packages shall be sent to potential service providers contained on the established bidder's list, as appropriate according to the type of goods and services to be procured. Notice of solicitation of RFP's may also be published in local newspapers, and posted on the NCI Works and/or an affiliated partner's website(s). If this method is used, the following requirements apply:

Planning Phase

- (1) Identify need by specifying all parameters
- (2) Identify Procurement method to be used
- (3) Develop RFP
- (4) Develop factors for evaluation/scoring
- (5) Identify panel and signatory authority
- (6) Release and Evaluation Phase

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

NCI Works and/or an appropriate committee, shall review all proposals received in response to the solicitation when feasible. Copies of the proposals and recommendations shall be given to NCI Works or the appropriate committee for action. Because the NCI Works by-laws allow the Executive Committee to act on behalf of the full board, this function may also be performed by that committee when needed. Any decision made by a committee, including the Executive Committee, will be approved or ratified by the full board at its next regularly-scheduled meeting.

Negotiation and Selection Phase

All selected bidders may be required to participate in negotiations prior to the award of any contract or agreement. Final approval of the selected bidder shall be contingent upon the satisfactory completion of negotiations and the continued availability of funding. **Other items to be negotiated may include negotiated performance levels, payment details and frequency, and duration of contract.**

It is recognized that there will be times when a review of the proposals by the Board or appropriate committee is not feasible for expediency or other reasons. In these cases, the Board

or appropriate Committee will be provided with a summary of each proposal, the rating sheets that have been completed, and a detailed explanation for the recommended bidder.

Unsuccessful bidders shall be notified in writing, within thirty days of the final decision.

Implementation Phase

During the implementation Phase the NCI Board will:

- (1) Conduct oversight and monitoring-there must be sufficient firewalls in place to ensure that the individuals monitoring are not associated or involved with functions
- (2) Make timely payments
- (3) Monitor performance in accordance with performance and service deliverable; and
- (4) Evaluate and approve contract modifications in a timely manner

Closeout Phase

The steps for the NCI Board in the closeout phase include:

- (1) Reconciling costs and payments
- (2) Reconciling performance goals with actual performance
- (3) Ensure records are secured and retained; and
- (4) Prepare closeout documents

Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (4) After solicitation of a number of sources, competition is determined inadequate.

If a sole source selection, there will be written documentation of the entire process of making a sole source selection (20 CFR 678.610(b)). Documentation must be retained and must clearly identify the review process and evidence that the review was performed by an impartial entity and detail the firewalls that were in place during the review of the proposals.

CONTRACTING WITH SMALL AND MINORITY BUSINEESES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

CONTRACT COST AND PRICE

a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

ESSENTIAL CONTRACT ELEMENTS:

All executed and binding written agreement must contain at a minimum the following:

- (a) Statement of Work that specifies the period of performance or the start and end date of the contract. It also specifies the services to be performed including measurable performance goals to be delivered under the contract
- (b) Authorized Officials and Purpose. Authorized officials are persons authorized to enter into and sign legally binding agreements and must be on record as the signatory official.
- (c) Additional contractual terms and conditions that include terms and conditions that are either required by the State, Local Area, or the Federal agency. The one-stop operator must be identified as a subrecipient.

FEDERAL AWARDING AGENCY OR PASS-THROUGH ENTITY REVIEW

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

BONDING REQUIREMENTS

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

CONTRACT PROVISIONS

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

POLICIES SPECIFIC TO SELECTION OF THE ONE-STOP OPERATOR

Per Section 678.600(e) of the Joint Final Rules:

The State and NCI Works will ensure that, in carrying out WIOA programs and activities, one-stop operators:

- (1) Disclose any potential conflicts of interest arising from the relationships of the operators with particular training service providers or other service providers;
- (2) Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer term career and training services; and
- (3) Comply with Federal regulations and procurement policies relating to the calculation and use of profits Uniform Guidance at 2 CFR part 200, and other applicable regulations and policies.

Per Section 678.605 of the Joint Final Rules:

- (a) Consistent with paragraphs (b) and (c) of this section, NCI Works must select the one-stop operator through a competitive process, as required by sec.121(d)(2)(A) of WIOA, at least once every 4 years. A State may require, or a NCI Works may choose to implement, a competitive selection process more than once every 4 years.
- (b) In instances in which a State is conducting the competitive process described in paragraph (a) of this section, the State must follow the same policies and procedures it uses for procurement with non-Federal funds.
- (c) All other non-Federal entities, including subrecipients of a State (such as local areas), must use a competitive process based on local procurement policies and procedures and the principles of competitive procurement in the Uniform Guidance set out at 2 CFR 200.318 through 200.326. All references to "noncompetitive proposals" in the Uniform Guidance at 2 CFR 200.320(f) will be read as "sole source procurement" for the purposes of implementing this section.
- (d) Entities must prepare written documentation explaining the determination concerning the nature of the competitive process to be followed in selecting a one-stop operator.

Per Section 678.610 of the Joint Final Rules:

- (a) States may select a one-stop operator through sole source selection when allowed under the same policies and procedures used for competitive procurement with non-Federal funds, while other non-Federal entities including subrecipients of a State (such as local areas) may select a one-stop operator through sole selection when consistent with local procurement policies and procedures and the Uniform Guidance set out at 2 CFR 200.320.
- (b) In the event that sole source procurement is determined necessary and reasonable, in accordance with § 678.605(c), written documentation must be prepared and maintained, concerning the entire process of making such a selection.
- (c) Such sole source procurement must include appropriate conflict of interest policies and procedures. These policies and procedures must conform to the specifications in § 679.430 of this chapter for demonstrating internal controls and preventing conflict of interest.
- (d) NCI Works may be selected as a one-stop operator through sole source procurement only with agreement of the chief elected official in the local area and the Governor. NCI Works must

establish sufficient conflict of interest policies and procedures and these policies and procedures must be approved by the Governor.

Per Section 678.615 of the Joint Final Rules:

(a) NCI Works may compete for and be selected as one-stop operators, as long as appropriate firewalls and conflict of interest policies and procedures are in place. These policies and procedures must conform to the specifications in § 679.430 of this chapter for demonstrating internal controls and preventing conflict of interest.

(b) State and local agencies may compete for and be selected as one-stop operators by the NCI Works, as long as appropriate firewalls and conflict of interest policies and procedures are in place. These policies and procedures must conform to the specifications in § 679.430 of this chapter for demonstrating internal controls and preventing conflict of interest.

SUCCESS STORIES

Sterling Office

Adriane Rice of Rock Falls first came to the Illinois Worknet Center in January of 2015. She had worked at Anchor Coupling in Sterling but lost her job when the plant closed. She wanted to make a career change and decided to enroll at Illinois Valley Community College to pursue a degree in Business Administration.

Adriane was eligible to receive WIOA services as a dislocated worker. BEST, Inc. was able to help her with the tuition and fees and other training-related costs for her training program. Attending IVCC required Adriane to make a 125 mile round trip from Rock Falls 2-3 days per week. We were also able to provide mileage reimbursement to help with her travel expenses.

During the Fall, 2016 semester, Adriane participated in a work experience at the Whiteside County Senior Center which was coordinated and subsidized by BEST, Inc. This was designed to give her some real world experience in an office setting. She was able to use that experience to help her secure a full-time job with Steel River Systems, LLC in Rock Falls. She began working there in January and will successfully complete her degree in May.

Ottawa Office

Jolien enrolled in the Business Employment Skills Team, after being involved in the closure of Office Max in Ottawa, Illinois. She had worked for the company for 14 years as a customer service representative and was making 13.25 per hour.

Upon inquiring into the Business Employment Skills Teams, she had been job searching with no luck. She was finding that she had limited employment opportunities and with further assessment was planning to enroll in training. In the spring of 2015 Jolien enrolled in the AAS Business Technology Program at Illinois Valley Community College. Upon starting she was very concerned about her finances, however felt that by completing her degree it would enhance her employment opportunities. In December of 2015, the company that Jolien had been employed – Office Max was trade certified and immediately her application was processed. This gave her the financial opportunity to complete her training program. In the spring of 2016 she continued training under the trade program.

As part of Jolien's training program she was also required to do a work internship. It was at this time that she started working part-time with the Business Employment Skills Team, assisting with some of the administrative duties. During Jolien's training, she was nothing but detailed, organized and professional even though she was going through major personal tragedies.

In December of 2016, Jolien graduated with her Associate of Science – Business Technology and obtained Academic Honors. Today she has just started full time work with OSF, St. Elizabeth's Hospital working as an admitting clerk making 13.60 per hour.

Oregon Office

Tim: Adult client from Chana

- Completed the CDL program at Spirit Trucking in Belvidere
- Now working as a CDL Driver at Swift Transport earning \$15.00 per hour

Tara: Adult client from Stillman Valley

- Completed the Rad Tech program at Sauk Valley Community College
- Now working as a CT Tech at OSF Hospital in Rockford earning \$24.30 per hour

Patrick: Adult client from Rochelle

- Completed his OJT training program at Bright Farms in Rochelle
- Now working as a Route Driver earning \$15.00 per hour

Peggy: Adult client from Freeport

- Completed the CNA program at Highland Community College
- Now working as a Home Health Aide at IL Department of Human Services earning \$13.00 per hour

Paul: Adult client from Rochelle

- Completed some coursework in the Automated Engineering program at Kishwaukee College.
- Now working as a Warehouse Associate at Cole Pallet Services in DeKalb earning \$11.36 per hour

William: Dislocated client from Oregon

- Completed the CDL program at Kishwaukee College
- Now working as a CDL Route Driver at RP Lumber in DeKalb earning \$18.32 per hour

Bradley: Dislocated client from Rockford

- Completed the CNC certificate at Tech Works in Rockford
- Now working as a CNC Operator at Swenson Spreader in Lindenwood earning \$15.66

Brandon: Dislocated client from Malta

- Completed some coursework in the Automated Engineering Tech program at Kishwaukee College.
- Now working as a Manufacturing Tech at Coilcraft in Oregon earning \$15.00 per hour

Katherine: Dislocated client from Creston

- Completed the Office Systems certificate at Kishwaukee College
- Now working as an Office Support Associate at Northern IL University earning \$9.78 per hour

Charles: Dislocated client from Byron

- Completed his OJT training program at Modern Plating in Freeport
- Now working as an Operational Supervisor earning \$24.00 per hour

Dawn: Dislocated client from Davis Junction

- Completed her OJT training program at Harvard State Bank in Oregon
- Now working as a Residential Loan Mortgage Processor earning \$14.00 per hour

Bryce: Dislocated client from Dixon

- Completed coursework in the Advanced Welding program at Sauk Valley Community College
- Now working as a Welder at Woods Equipment in Oregon earning \$18.62 per hour

Thomas: Dislocated client from Oregon

- Completed the CNC certificate program at Tech Works in Rockford and the OJT at Imperial Punch in Rockford
- Now working as a Machine Tool Operator earning \$13.00 per hour

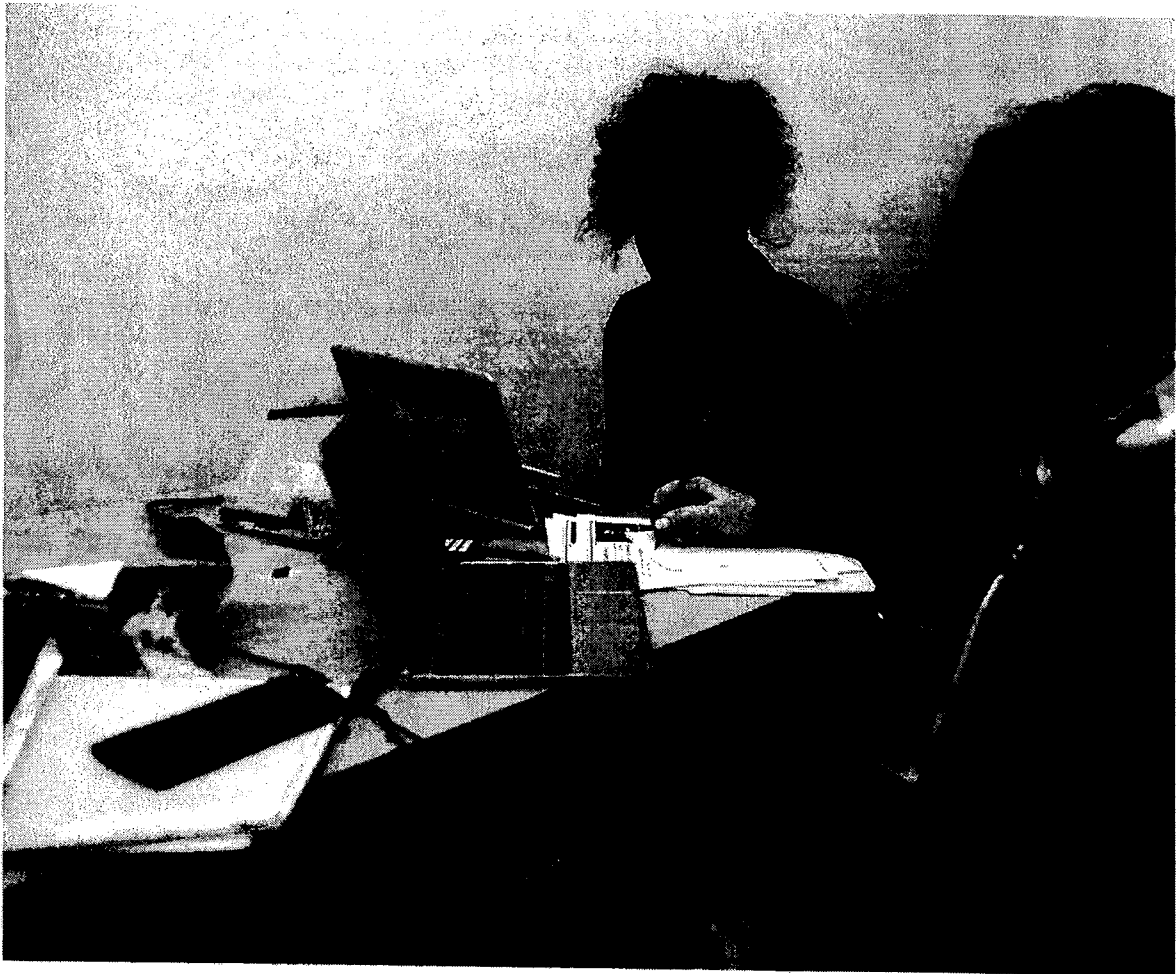
Brando: Dislocated client from Rochelle

- Completed the CDL program at Kishwaukee College
- Now working as a CDL Driver at Swift Transport earning \$15.00 per hour

http://www.mywebtimes.com/news/local/roe-study-program-prepares-dropouts-to-graduate/article_8cb4d4de-3e35-5e98-b4fa-de5d023c4aac.html

ROE study program prepares dropouts to graduate

Jerrilyn Zavada, jzavada@mywebtimes.com, 815-673-6371 Jan 28, 2017



Tiya Greene wants to be a nurse.

The La Salle County Regional Work Study program is helping her reach her goal.

Greene attended Ottawa High School, but when graduation time came around, she was a few credits shy of earning a diploma, so her high school counselor referred her to the program that helps La Salle County students earn credits to graduate.

Through an intergovernmental agreement with the Regional Office of Education, high schools agreed to accept credits the program awarded students and count them for graduation. The program does not award GEDs and does not have the authority to grant a diploma.

"We're giving students the classes they need to get a diploma from their own school," said Director Steve Malinsky.

The work study program was established in 2010, modeled after Streator High School's Bridges program. During its first year, the program served four students. Each year, enrollment increases, and this year it has served 31 students so far with 12 already graduating. Malinsky expects more will enroll and graduate during the rest of the year.

"It started out slowly, with the help of counselors at high schools, we've really increased our reach," Malinsky said in an interview. "Most of the referrals come from counselors. Right now, we have students from Ottawa, La Salle-Peru, Serena, Mendota and Putnam County."

Illinois Valley Community College provides space for the program at its Oglesby and Ottawa campuses for no charge. Retired teachers work one-on-one with students, using Edgenuity, an online curriculum, through a state truancy prevention grant.

Greene began her studies several weeks ago, needing one physical education and three math credits. So far, she has completed one math class, is working on another and has one more to finish. She expects to complete her studies by the end of February or early March.

"It's better than when I was at high school, to be honest," Greene said. "I feel it's more helpful and understanding."

Malinsky noted students enter the program with various needs of completion.

"Everyone's different," he said. "We started a girl a few weeks ago who needs 14 credits. It's all over the place. We like to keep it manageable so they can finish in a year."

The free program is open to students through age 21 and is funded by a U.S. Department of Labor grant.

"Every year we have to reapply and sometimes we sweat 'til we find out," Malinsky said. "We don't want to leave anyone hanging. Someone comes in today and needs 14 credits and can get seven 'til June, then need seven more. We try to make it clear about the uncertainty from year to year of getting the grant. So, they're painfully aware where they stand."

The ROE partners with the Business Employment Skills Team to execute the program.

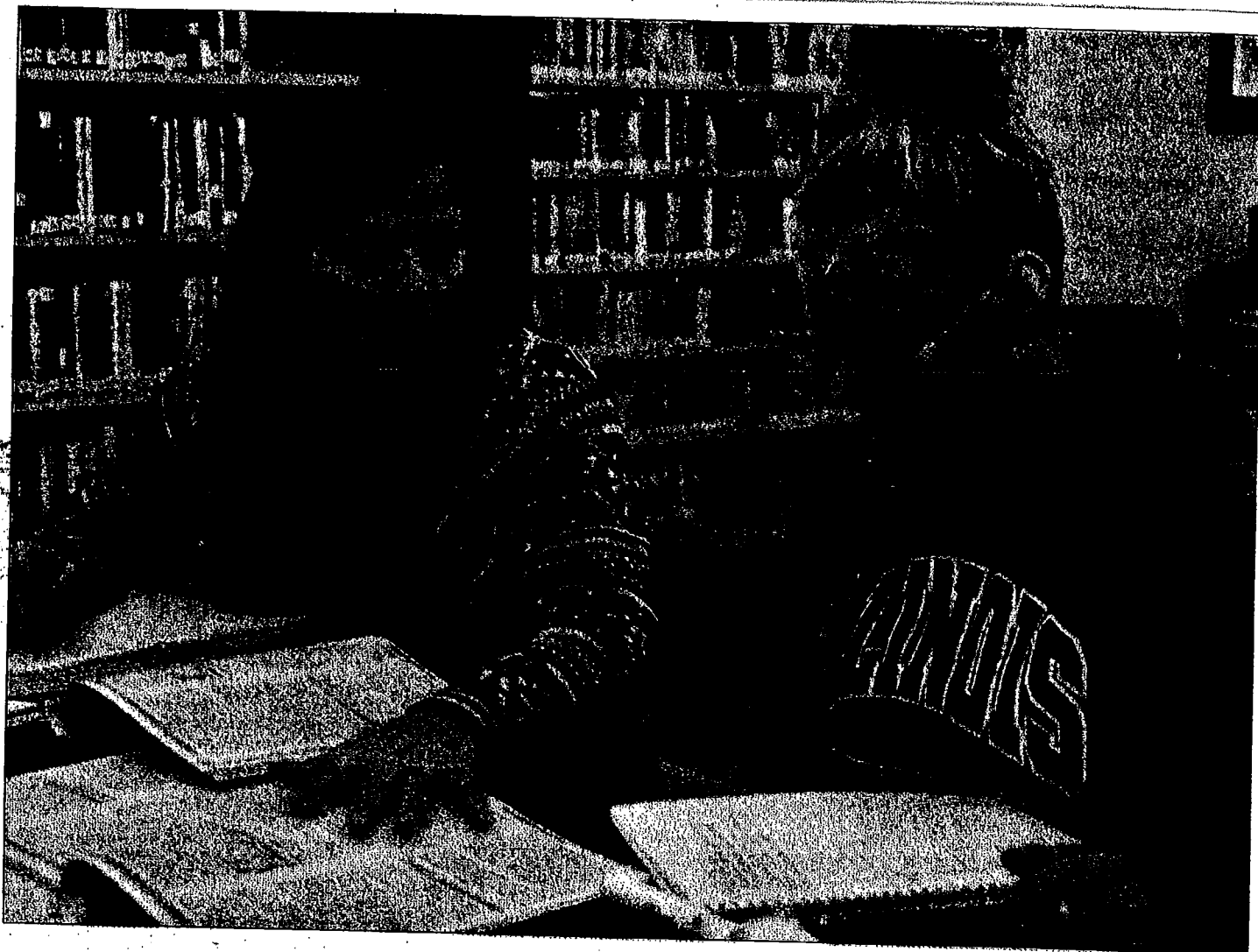
"That's an agency where the money flows to them, then the ROE sends a bill to them. BEST has some resources... It's a big collaboration really, with BEST, ROE and the high schools. It's good and everyone's real supportive of our efforts. Nobody makes a living in this program. That's the key that makes it so cheap and we don't have any building costs. No transportation costs. (It's) all academics."

Malinsky, Colleen McClure and Tom Ziel teach at the Ottawa campus. McClure helps the students with math, which can often seem like a daunting obstacle, but Malinsky says once they find they can do math, they are more confident in their other studies.

"We're all retired. We probably have 125 years of experience between the three of us. We've slayed our dragons," Malinsky said. "We're working with these kids one at a time. That's why we got into teaching... This is what haunts us. When you're working with someone one-on-one. You really like the kids. You want them to do well. When they don't want it badly enough, it really tears you up."

Malinsky said the group is seeing another sign of successfully reaching the students.

"This year we've had more sign up for IVCC classes than we've ever had," he said. "That's great. That's what we wanted them to think all along. 'Maybe I should go to college.' "



Tera Hicks (left) of the Regional Office of Education works with Mackenzie File of Princeton. File has been enrolled in Step Ahead since May and only has two tests left before completing the program. PCR photo/Dave Cook

A different path — taking a Step Ahead

Program helps youth build a new future

By DAVE COOK
news@putnamcountyrecord.com

PRINCETON — Graduate high school, go to college and get a job — this is the path so often laid out for youth.

However, things don't

always go as planned. Whatever the reason, family instability, health, youthful restlessness or other issues — some students fall off the prescribed path and don't complete their high school education. The

Step Ahead program helps these students regain their footing and continue toward a brighter future.

The Business Employment Skills Team, Inc. (B.E.S.T.) works with the Regional Office of Education (ROE) to assist

low-income youth, ages 16 to 24, in obtaining their GED or high school equivalency diploma.

B.E.S.T. career advisor Kerri Hicks said, "Our focus is to assist youth in gaining meaningful employment through education, training, job search assistance and work experience. We

provide youth with GED services we've contracted through the Regional Office of Education. Being federally-funded, we can assist in furthering one's education depending on the program of interest. By helping with tuition,

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Step Ahead

FROM PAGE 1

B.E.S.T. career advisor Kerri Hicks said, "Our focus is to assist youth in gaining meaningful employment through education, training, job search assistance and work experience. We provide youth with GED services, refer them to the Bureau of Vocational Rehabilitation, and assist them in finding employment opportunities. We can also assist in furthering one's education depending on the program of interest. By helping with tuition, we can also help in paying for books and other fees. We help with transportation, including reimbursement for transportation, required tools, uniforms and equipment."

Covering Ogle, Jo Daviess, Carroll, Whiteside, Lee, Bureau, Putnam and LaSalle counties, the Step Ahead program provides educational support to prepare for testing. It strives to develop positive relations, so self-esteem is increased, and students can begin to work toward. Study sessions are held in public libraries, and personal skills, communication, personal choice, decision making and teamwork are all important components.

B.E.S.T. also has a variety of incentives available for youth attaining their GED, equivalency diploma or by showing an increase in one or more educational areas.

Kim Sellers, director of learning support services with the ROE, said, "This program gives great opportunities to students who haven't been successful in a school setting and helps them to be productive within our communities."

Since 2011, the ROE's Tera Hicks has been regularly meeting Bureau County students twice a week at public libraries to tutor and encourage them, as they prepare for their various tests.

Tera said "Since January of this year we've served 18 students, and 11 of them have received their diploma or

GED, and the other seven are still progressing."

Instability is one of the most common factors in a student dropping out of high school, according to both Sellers and Tera Hicks.

"One student lived in three different towns during the six months he was in our program," Tera said.

She also said the student successfully completed his studies and has since applied for student assistance and will soon be attending Illinois Valley Community College.

"We help break down the barriers these students face, whether it's transportation or financial assistance for a lot of our families," Mackenzie File, 19, of Franceton has been enrolled in Step Ahead since May. File has the tests left before completing the program, social studies and Constitution. She became a member of the organization during her senior year. She dropped out during her senior year. She said back in 11th grade she had missed a lot of school because of health problems.

"They told me they wanted me to continue my education, and I'm so excited to almost be done," File said.

"This program has helped me a lot and actually made me grow up. Tera has given me so much confidence with my studies. I struggled with math, but with her help I scored very high on my test."

File plans to continue her education at IVCC and become a certified nursing assistant, and B.E.S.T. will also be able to assist her to reach that goal. She ultimately wants to become a radiologist.

File concluded her thoughts on Step Ahead by saying, "Without this program I probably would've never sought an education or ever thought about college. Honestly ... I would've just given up."

For more information, visit the B.E.S.T. website at www.best-inc.org.

Step Ahead Requirements

According to the ROE, the target population will be youth ages 16-24 who have not experienced success in a traditional classroom setting. The targeted youth have one or more of the following barriers to employment or academic achievement, placing them at risk:

- Not in school
- Between 16 and 24 years old at time of enrollment
- And at least one of the following:
 - A school drop-out
 - A graduate who is low income and basic skills deficient or an English language learner
 - An individual involved in the juvenile justice or adult corrections system
 - Homeless or at risk of being homeless
 - In or aged out of foster care
 - Eligible for Chafee-Foster Care Independence funds
 - In an out-of-home placement
 - Pregnant or parenting
 - Disabled

Low-income requiring assistance to complete education or attain employment. The ROE, school administrators, court services and parents will be responsible for referring youth. The Step Ahead staff interview potential youth to determine if they meet program requirements.

Step Ahead testimonials

The following are excerpts from letters written by program graduates and were provided by the ROE.

"Getting my GED was the best decision of my life. This program helped me be the person I am today and made me realize I'm capable of anything I put my mind to. I recommend this program to anyone without a high school diploma because it will truly help you get a chance to have a successful life."

"As I finally decided to get my life together, this program was right there to help me through it. They gave me job placement, and I am now being hired on by the company. They've opened many doors for people like me, and I strongly endorse the program because they help with a second chance. I will forever remember this program."

"I'm thankful for this program for providing me with a gifted tutor who helped me understand the problems on each test and also helped me with my confidence."

Need more information?
Visit www.best-inc.org.