

**NCI Works
Meeting Minutes
July 25, 2017**

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

Name	Present Il. Valley Community College	Present Sauk Valley Community College	Present Carroll County Housing Authority	Highland Community College	Absent
James Andreoni	X				
Dave Argubright					X
Ed Bochniak			X		
Mary Boogemans					X
Linda Burt	X				
Fidencio Campos					X
Debbie Clausen	X				
Vicki Carlson		X			
Dr. Jerry Corcoran	X				
Marcia Derrer					X
Sara Escatel					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				
David Howell					X
Deana Jones					X
James Knauf					X
Rhonda Krueger	X				
Kevin Lindeman					X
Barbara Majeski					X
Lisa McCarthy			X		
Andrew Mills			X		
Bill Norden					X
Tom Pigati	X				
Kevin Reibel			X		
Cary Robbins		X			
Brandon Rumler					X
John Spencer	X				
Teresa Strum		X			
Gerald Waszkowiak	X				
DeAnne White		X			
Robert White					X
Marcie Wiley					X

OTHERS PRESENT (IVCC): Dianna Schuler

OTHERS PRESENT (SVCC): Pam Furlan, Kathy Day, Jo Ann Johnson

Welcome New Members

Pam introduced Andrew Mills to members. Pam said that the Chief Elected Officials recently appointed Andrew Mills (Mills Machine, Inc.), Marcia Derrer (Northwestern Illinois Community Action Agency) and Marcie Wiley (Rescar, Inc.) to NCI Works.

Chair Comments

Linda reminded members of the State of the Workforce Presentation that is being held on Wednesday at the City of Peru and on Thursday at Sauk Valley Community College. She encouraged all members to attend.

Linda then referred members to Page 1 that included an excerpt from the April 4, 2017 Employer Engagement Committee Meeting Minutes. Deb Clausen told members that the Employer Engagement Committee members had a discussion regarding the challenges employers are encountering with their workforce. Deb told members that during the committee discussion in April, LMK Technologies they are having difficulty identifying employees within the company that are promotable. She said that now, those challenges have changed. Deb said that some other Employer Engagement committee members shared their challenges and suggested that a round table discussion be held at the NCI Works meeting to see what issues other employers may be encountering. Linda (Burt) commented that sustainability is a primary concern in the healthcare industry. She told members that she recently participated in a Healthcare Summit that was well attended and provided a great exchange of ideas. Another issue affecting the healthcare industry, Linda said, is retention. Dan commented that in the social services industry his challenge is the lack of qualified employees and the ability to retain the employees once there are hired. Linda told members that there is a lot of job hopping in the healthcare industry. She explained that they are given short term employment through an agency making a good salary and then they move on to the next opportunity. Another issue, Linda said, is that because there is a nursing shortage the staff need to work double shifts. Linda continued by saying that now their staff are trained on behavior violence because they feel they are at risk. Dan commented that in the social service agency there is excessive turnover and the remaining employees are overworked. Vanessa commented that there is a lot more stress in the workplace. She said that people appear to be angry and the staff that are facing those individuals are burning out. Linda said that there is not a lot of flexibility in the healthcare industry jobs noting that their census fluctuates. Debbie said that fluctuation is an across the board issue whether it is with census or product distribution.

Consent Agenda

Linda informed members that the Consent Agenda was included with the meeting materials. She told members that anyone can remove an item from the consent agenda list upon request for

discussion. Linda said that each of the Committee Meeting Minutes were attached to the Consent Agenda to allow for full disclosure of recommendations for action.

Carrie Folken and Rhonda Krueger abstained from voting on the Consent Agenda due to a conflict of interest. It was moved by Debbie Clausen and seconded by Cary Robbins to approve the consent agenda, as presented. Motion carried.

The following items were approved in the consent agenda:

NCI Works May 23, 2017 Meeting Minutes

Employer Engagement Committee (June 6, 2017 Meeting Minutes)

- Fee-for-Service Pilot Program
- Business Services Report Format

Business Liaison & Marketing Committee (June 7, 2017 Meeting Minutes)

Youth Committee (June 13, 2017 Meeting Minutes)

Executive Committee (June 22, 2017 Meeting Minutes)

- One Stop Operator Agreement
- Single Entity-Multiple Roles Agreement
- One Stop Operator Procurement Attestation
- One Stop Center Certification
- PY 2017 Memorandum of Understanding
- PY 17 Budget/Plan Modification

Reports

Workforce Innovation and Opportunity Act (WIOA) Update

Pam informed members that the Department of Labor monitored the State of IL in terms of their compliance with the implementation of the Workforce Innovation & Opportunity Act. One of the findings that came out of the monitoring was that 5 local workforce areas are split into 2 economic development regions. Pam told members that the recommendation from the Department of Labor to the State of IL is to have this issue resolved by June 30, 2017. Pam said that 7 of our 8 counties reside in one Economic Development Area and one county (Ogle) resides in another Economic Development Area. She told members that the State is going to have to either change the Economic Development region to include Ogle County or they will need to change the Local Workforce Investment Area to remove Ogle County. Pam continued by saying that the process will be established in the upcoming months, but stated that it has to be done in conjunction with the Chief Elected Officials and the Local Workforce Board. Pam told members that she wanted to make everyone aware of this matter and will continue to keep everyone informed.

Jim Andreoni asked if Ogle County had a preference. Pam responded that at one point the Ogle County Board Chairman expressed an interest to stay with the Local Workforce Area. However, the labor marketing data and demographics need to be considered before a decision can be made.

Cary confirmed that this finding resulted from the Department of Labor monitoring. Pam responded that the draft regulations were somewhat gray but when the final regulations were released it was made clear. Pam said that the State said they will work on it and let the affected Local Workforce Areas know what is happening.

Debbie asked if we just continue with our regular programs or do we need to make changes. Pam said that we need to continue. Pam told members that if Ogle County goes with Rockford, so does their funding allocation. She said that we need to make sure that the commitments and obligations do not exceed the allocations. Pam informed members that our local plans and MOU is completed and we are to start working on initiatives we incorporated into those documents. She said that there are several steps that the State needs to take to determine the outcome. Pam said that she wanted all members to be aware of this situation.

On another note, Pam told members that last month procurement was conducted to establish the One Stop Operator. She told members that the State will be monitoring the procurement process that was conducted. Pam said that the documents have been reviewed and it appears that everything is well documented.

Special Projects Update

State of the Workforce Community Forums

Pam informed members that the first forum was held yesterday at Highland Community College for the State of the Workforce report. She said there were 14 attendees and it was an excellent dialogue. She noted that succession planning and promoting individuals/developing leaders were topics that were raised for discussion. Pam said that upcoming forums this week will be held at the Peru City Hall Building and Sauk Valley Community College.

Process Mapping Project

Pam told members that a train the trainer session was held recently for the Process Mapping Project. She said that partners are taking a look at how we provide services in our local workforce system that will result in a smoother delivery of services for the customers.

Healthcare Summit

Pam informed members that Healthcare Summits were held at Sauk Valley Community College and Illinois Valley Community College recently. She said that at both events issues and challenges affecting the healthcare industry was presented and discussed. Pam said that the groups will move forward to set up next steps to address the needs of the healthcare industry.

Oversight Committee

Gerald informed members that due to a lack of a quorum, the Oversight Committee meeting was cancelled. He told members that he reviewed the Financial Reports and found them in order. Kathy Day presented the Financial Reports for April & May 2017. She told members that that 80% expenditure rate was met and the training expenditures exceeded their minimum. Tom Pigati asked why the Dislocated Worker Grant Funds available reflected a negative amount. Kathy replied that it shows that over 80% was spent in the Dislocated Worker grant. Pam told members that we are allowed to carry forward 20% of the previous years' allocation to the new Program Year. The negative amount shows that we spent more than 80% which means we don't have the 20% to carry forward. She told members we need to use the carry forward funds to get us through a budget impasse or skinny budget. Pam reminded members that we are limited to how much money we can spend during the first quarter of a Program Year.

Pam commented that the Illinois Workforce Innovation Board is trying to increase the direct training expenditure from 40% to 50%. She said that fortunately, our local area has been above 50% so we should be okay.

Linda Burt motioned to approve the Financial Reports for April & May 2017. Motion was seconded by Jim Andreoni and carried.

Other Business

Appointment of Designee to Oversee and Review the Adult Education Request for Proposal

Pam informed members that under the Workforce Innovation & Opportunity Act (WIOA) the Local Workforce Investment Board (LWIB) is to review the process to select the adult education providers and make sure that the plan that they submit aligns with the Local Workforce Investment Area plan. Pam volunteered to serve as the liaison to review the process and submit the necessary forms required by the State. Linda Burt motioned to authorize Pam to review and oversee the planning process for the adult education providers. Motion was seconded by Debbie Clausen and carried.

NCI Works Recertification Process

Pam informed members that NCI Works will need to be recertified by October 1. She said that Jo Ann will send the forms needed for their signature.

Success Stories

Pam told members that copies of success stories were included with the meeting materials and encouraged members to read them.

NCI Works Membership List & NCI Works Committee List

It was noted that a copy of the NCI Works Membership List and Committee Membership List was included with the meeting materials. If anyone has any corrections, they are asked to contact Jo Ann.

Other

Pam thanked members for going through the process of getting the Regional & Local Plans approved. She said that the Memorandum of Understanding (MOU) has been approved. She said now that those documents are completed we will start implementing what we said we were going to do.

Pam informed members that the Targeted Population Committee Workgroup has been working on a program to integrate or reintegrate veterans, individuals with disabilities and ex-offenders back into the workforce. She said that the Veteran's Administration and Dan Palette (Blackhawk Hills) are now a part of the workgroup. Pam said that she also connected with a facility in Kewanee that is considered to be the last step in getting people back into the workforce. She said that she is hoping to arrange a tour of the facility and get some ideas of how they work with those targeted populations.

Pam told members that staff will be following up on the healthcare summits and work with the community college partners to come up with programs or solutions to help in the healthcare industry.

Based on the discussion from the Employer Engagement Committee and earlier in this meeting as well as discussions from the State of the Workforce forums, Pam said that staff will see what issues may need to be addressed.

It was announced that the Employers Conference will be held on Friday, October 27 at the Mendota Civic Center.

Pam said that the Youth Committee is working on RISE Up Certification. She said that this certification provides for a Retail Industry Certification and a Customer Service Certification. Pam noted that his program provides soft skill training for youth and gives them a certificate that is recognized by the retail industry.

Pam told members that the Oversight Committee will be establishing a format of asking partners in the workforce system to prepare a brief presentation about their funding structure and the services that are offered to customers.

It was noted that the next meeting will be Tuesday, September 26, 2017.

Linda congratulated Pam on being elected as President of the IL Workforce Partnership.

Cary welcomed Andy Mills to NCI Works.

Public Comments / Recognition of Guests

None

Adjournment

With there being no further business Jim Andreoni motioned to adjourn. Motioned was seconded by Vanessa Hoffeditz and carried. Meeting adjourned at 6:26 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
NCI Works Secretary