

**Northwest Central IL Works (NCI Works)
Meeting Minutes
July 26, 2016**

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

Name	Present at IL Valley Community College	Present at Sauk Valley Community College	Present at Highland Community College	Present at Kishwaukee Community College	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 Farraher					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				
Mary Ann Kolls				X	
Kevin Lindeman					X
Barbara Majeski					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 Kishwaukee Community College	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			
Theresa Wittenauer					X

OTHERS PRESENT AT IL VALLEY COMMUNITY COLLEGE: Dianna Schuler, Joy Jaraczewski

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

OTHERS PRESENT AT KISHWAUKEE COMMUNITY COLLEGE: Cindy Kulas

Approval of Minutes

Gerald Waszkowiak motioned to approve the May 24, 2016 Meeting Minutes as presented. Motion was seconded by Jim Andreoni and carried.

New Member Introduction

Cary Robbins introduced Bob White to members. Cary told members that Bob was recently appointed to NCI Works and is the HR Supervisor at Borg Warner.

Workforce Innovation and Opportunity Act (WIOA) Update

Pam informed members that most of the Standing Committees are now starting to begin the implementation phase of the goals and responsibilities. She stated that the committees are going to begin putting their focus on planned initiatives and move forward.

Pam continued by saying that by the next NCI Works meeting, we should have a draft of a Request for Proposal (RFP) for the One Stop Operator. She told members that the State is in the process of putting together their policy and guidance letters. Pam reminded members that the One Stop Operator is similar

to a shopping mall manager. She said that the anchor stores are the Core Partners and the Required Partners are the boutiques. Pam stated that the One Stop Operator is the Manager of the Workforce System. She told members that several options would be available. Currently, Pam told members that the One Stop Operator is a consortium of 3 Partners (Business Employment Skills Team, Inc., IL Department of Employment Security, and Tri-County Opportunities Council). Going forward, Pam said, we need to competitively procure the One Stop Operator. Pam told members we will be in the process of putting together a Request for Proposal once the State provides the information regarding the deadlines.

Pam reminded members that Local Workforce Area #4 has 1 One Stop located in Ottawa. She said that previously Sterling was considered a One Stop but the IL Department of Employment Security as determined that Sterling will now be considered an Affiliate. Pam told members that the One Stop (Ottawa), will required certification from the State.

NCI Works YouTube Channel

Pam informed members that the Webinars conducted by Melanie Arthur are uploaded to the NCI Works YouTube Channel and encouraged members to view them.

Guidance

Pam told members that the WIOA Final Regulations have been released. She said that the State has issued a letter for interim operating policies until more information was pulled out of the final regulations. The guidance is for the operations for PY 16 (July 1, 2016 – June 30, 2017). Some of the areas addressed relates to the Memorandum of Understanding (MOU), One Stop Operators, streamlining local service delivery, provider training list, and modifications to the Local and Regional Plans. Pam told members that most of these will be initiated by staff, but wanted members to be aware of the policies as part of their role as a LWB Member. Vanessa asked if copies of the Guidance Letter could be sent to members. Pam said that she would send the information to members. (Note: Pam emailed letter to members on July 27, 2016).

Pam informed members that during her WIOA Update she will begin addressing the implementation instead of the planning stages.

Topics for Discussion

Pam presented the idea of moving towards a Consent Agenda for NCI Works Meetings. She said that the routine agenda items can be done quicker and more efficiently so that more time can be spent on the big picture items. One idea, Pam said, is to bring in speakers that would talk about trends and workforce needs in the health care, manufacturing, agriculture, logistics, etc. industries. She suggested a speaker to address disconnected youth and what issues they are facing so that programs can be tailored to serve their needs. Any other topics that may be of interest to members could be addressed. Pam told members that no one in the State received the Career Pathways Grant. She said that the State has pulled the application and admitted they did not define what they were seeking. Pam told members that the State will be redeveloping the Grant Application in the future.

Members briefly discussed some presentation options and the following we added to the list that was included on the Agenda: Veterans, Disabled, Agricultural, and Getting Youth Interested in Technical

Career Paths (Career Pathways). Fidencio informed members that an ex-offender, who has a compelling story, will be making a presentation at the Targeted Population Committee meeting next month.

Regarding the Consent Agenda, Linda B said that she is on another Board that uses a Consent Agenda successfully. She said that using a Consent Agenda will free up time to discuss other items of importance. Kevin Reibel told members that some municipalities use it successfully. Cary Robbins noted that the City of Sterling uses the Consent Agenda also. Cary continued by saying that moving to a Consent Agenda will allow time to have relevant discussion about the topics of interest for the Workforce Board.

Kevin Reibel motioned to pursue the Consent Agenda for future NCI Works meetings. Motion was seconded by Cary Robbins and carried.

During the last webinar offered by Melanie Arthur, Pam said, it was suggested to survey our members to help us create programs and services that will benefit the workforce needs. She asked members if they would be interested in completing a short survey using Survey Monkey to provide input into future initiatives, speakers, etc. Members supported the idea of completing a short survey.

Reports

Business Liaison & Marketing Committee

Linda B informed members that the NCI Works Quarterly Newsletter was sent out. If anyone did not receive a copy, let Dianna or Jo Ann know. She told members that the Annual Report will be available at the Employer's Conference & Awards Recognition Luncheon. Linda told members that the committee discussed the decline in the visits to the website. It was noted that the reason may be due to the low unemployment figures as people may be employed and have no need to search the website. Linda informed members that the Local Awards Recognition will be part of the Employer Conference on October 14, 2016. Linda encouraged members to attend.

Employer Engagement Committee

Cary Robbins told members that the Employer Engagement Committee met and had a discussion about services offered by BEST, Inc. and why the Local Workforce members are not using them. Cary said that the June 7 Meeting Minutes were included with the materials and encouraged members to read them.

Pam pointed out that some of the initiatives that may come out from other Standing Committees will be brought back to the Employer Engagement Committee for validation.

One Stop Partner Committee

Vanessa told members that the One Stop Partner Committee met and started to review the One Stop Center Certification. She told members that the document was included as part of the June 9, 2016 Committee Meeting Minutes. Pam stated that the One Stop Partner Committee will continue reviewing the document at each of their meetings so we can be prepared for the deadline. Vanessa told members that the Memorandum of Understanding (MOU) was signed by the majority of the partners and was submitted to the state by deadline. Regarding the Resource Guide, Vanessa told members that the document was completed by June 30 and was shared with the Partners. She said that staff will continue

to update this Resource Guide so that it will continue to be a useful tool. Pam said that she will send the Resource Guide out to all members for their information.

Youth Committee

Teresa Strum provided the Youth Committee Report. She told members that a copy of the June 14, 2016 Meeting Minutes were included with the materials. Teresa said that the committee was informed about the reduction of funding for Program Year 2016. She told members that a dialogue had been started between educators and businesses. Teresa told members that the Youth Committee discussed identifying issues and challenges that are facing youth entering the workforce. She said that the some of the issues are identified in the Youth Committee Minutes and if anyone had anything to add to contact one of the Youth Committee members.

Targeted Population

Carrie Folken provided the Targeted Population Committee report. She said that she will send out the online Resource Mapping Guide to all members. Carrie told members that the committee has started to identify barrier(s) for each of the targeted populations that were identified. She said that the committee has identified barriers for Individuals with Disabilities and Ex-Offenders. At the next meeting, she said the committee will identify barriers for Veterans. After the barriers are identified for each of the barriers, Carrie said that the committee will look for common barriers. Carrie told members that the BEST, Inc. Business Relations staff is working on a list of local businesses that hire offenders.

Carrie continued by saying that the Targeted Population Committee also approved the Local and Regional Plan.

Pam reminded members that at the last NCI Works meeting, authority was given to the Youth Committee, One Stop Partner Committee and Targeted Population Committee to review and approve the Local and Regional Plans that were due on June 30. Pam told members that copies of the Local and Regional Plans were included with the meeting materials.

Cary Robbins moved to ratify the approval of the Local Plan. Motion was seconded by Linda Burt. Motion carried.

Pam then presented the Northern Stateline Economic Development Regional Plan and Northwest Economic Development Region Regional Plan. Teresa Strum motioned to ratify the approval of the Northern Stateline Economic Development Regional Plan. Motion was seconded by Fidencio Campos and carried.

Ed Bochniak motioned to ratify the approval of the Northwest Economic Development Region Regional Plan. Motion was seconded by Kevin Reibel and carried.

Oversight Committee

Gerald informed members that the Oversight Committee did not meet due to a lack of a quorum. He told members that he did review the Performance Report for Fourth Quarter and performance measures are either being met or exceeded. Gerald Waszkowiak motioned to approve the Fourth Quarter Performance Reports. Motion was seconded by Jim Andreoni and carried.

Next, Gerald informed members that IL Valley Community College submitted a TDT Equipment Refresher Course Training Program for approval. Gerald Waszkowiak motioned to approve the TDT Equipment Refresher Course Training Program. Motion was seconded by Tom Pigati and carried.

Gerald then asked Kathy Day to provide the Financial Reports ending May 2016. Kathy told members that ending June 30, 2016 BEST, Inc. did meet the mandatory 80% expenditure rate, the Direct Training Expenditure Rate (64%), and Youth Work Based Learning rate. Kathy told members that the reports that were provided with the meeting materials reflect expenditures through May 31, 2016 and the information she verbally provided is through June 30, 2016. She said that the June 30 reports will be available at the next meeting. Gerald Waszkowiak motioned to accept the report. Motion was seconded by Dr. Corcoran and carried.

Other Business

Northwest Region Regional Plan

Pam informed members that at the time the Targeted Population Committee approved the Northwest Economic Development Region Regional Plan it was not quite completed. She said that it was submitted knowing that it would require revisions. These revision were made and additional content added. Debbie Clausen motioned to approve the Northwest Region Regional Plan. Motion was seconded by Vanessa Hoffeditz and carried.

NCI Works Reappointments

Pam informed members that some terms will expire on September 30. The names of those are listed on the Meeting Agenda. She said that the Chief Elected Officials will be meeting in August to reappoint the members.

Travel Reimbursement Expense Report

Jo Ann informed members that a copy of the Travel Reimbursement Expense Report was included with the meeting materials. She told members that the form is now in electronic version and she will email it out to everyone.

Next Meeting Date

Linda reminded members that the next meeting will be September 27, 2016.

Public Comments

Pam introduced Cindy Kulas, BEST, Inc. Career Advisor in the Oregon Office and Joy Jaraczewski, BEST, Inc. Career Advisor to members.

Adjournment

With there being no further business, Jim Andreoni motioned to adjourn. Motion was seconded by Mary Boogemans and carried. Meeting adjourned at 6:30 p.m.

Jo Ann Johnson

Approved by:

Mary Boogemans
Secretary

Approved by NCI Works _____